

MAYOR OF LONDON



**Skills & Employment
London Multiply reporting
guidance webinar**

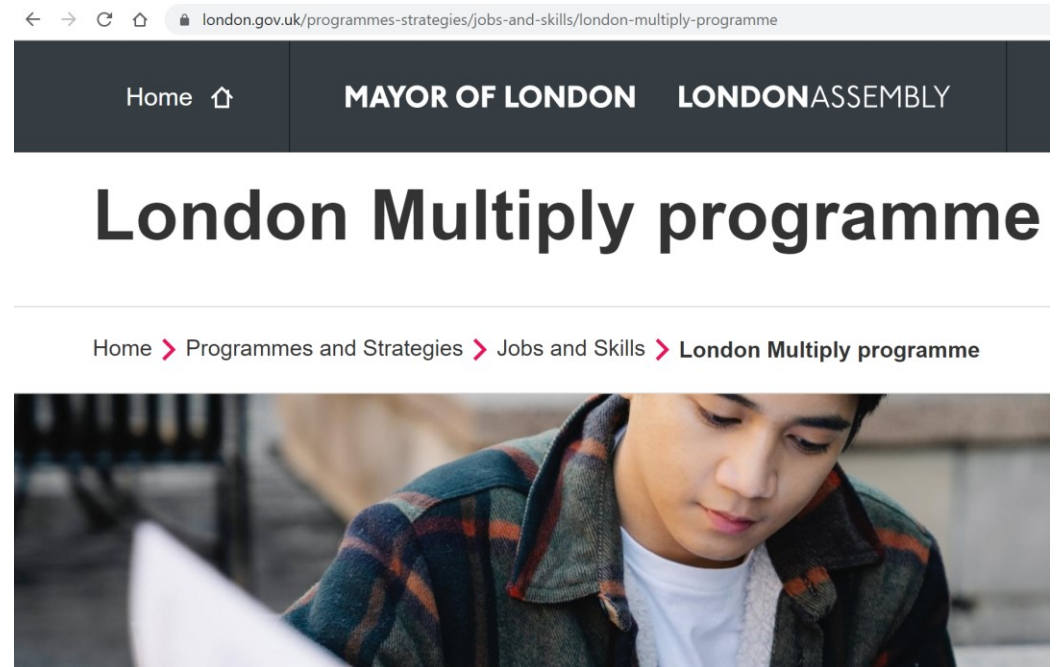
WEBINAR AGENDA

| | |
|---|-----------------------------------|
| 1 | Key documents and templates |
| 2 | Quarterly reporting |
| 3 | End of Financial Year 1 reporting |
| 4 | Submission |
| 5 | Q and A |

KEY DOCUMENTS AND TEMPLATES

London Multiply Website section for providers

- London Multiply Funding rules
- Frequently Asked Questions
- London Multiply reporting template
- GLA-OPS guidance for London Multiply providers



QUARTER AND END OF YEAR REPORT TIMEFRAMES

Reporting
due
on 21st
April
2023

Quarter 4 report

1 January - 31 March 2023

Financial Year 1 report

1 August 2022 - 31 March 2023

QUARTERLY REPORT

Name and details

- Choose the **UKPRN** from drop down list- this will populate the Provider Name.
- **Date of report.** Enter the date in the format: DD/MM/YYYY
- **Type of report.** This is section is pre-populated.
- **Reporting period.** Need to select accurate period of reporting. This Q4 submission will be 1 Jan - 31 Mar 2023. The data submitted in this sheet is not cumulative - please only report the delivery which took place during this quarter.

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Multiply Quarterly Report

| | |
|------------------|---|
| UKPRN | Select UKPRN from drop-down list |
| Provider Name | |
| Date of report | |
| Type of report | Quarterly Report |
| Reporting period | Select Quarterly reporting period from drop-down list |

QUARTERLY REPORT

Data to report: learner data

- Report the learner numbers and course numbers against only those interventions set out in your investment template. All spend must be incorporated into only those interventions.
- **A. Number of people participating in Multiply funded substantive learning courses.** Learners enrolled in substantive learning against this intervention in this current quarterly reporting period.
- **B. Number of people engaging with outreach focussed events/ activity.** Individual learners who participated in each intervention in this reporting period.

| Intervention type | Multiply Intervention delivered | A. Number of people participating in Multiply funded substantive learning courses (Actual for reporting period) | B. Number of people engaging with outreach focussed events/activity (Actual for reporting period) |
|-------------------|---|---|---|
| 1 | Courses designed to increase confidence with numbers for those needing the first steps towards formal numeracy qualifications | | |
| 2 | Courses designed to help people use numeracy to manage their money | | |
| 3 | Innovative numeracy programmes delivered together with employers – including courses designed to cover specific numeracy skills required in the workplace | | |
| . | Courses aimed at people who can't apply for certain jobs because of lack of numeracy skills and/or to encourage people to upskill in | | |

QUARTERLY REPORT

Data to report: course data

- **C. Number of different types of provision run in London through Multiply.** More than one type of provision could be run for each intervention.
- **D. Number of courses/outreach initiatives run in London through Multiply.** Singular specific piece of provision.
- **E. Number of times courses/outreach initiatives run in London during the reporting period.** Number of courses ran in this period.
- **F-H. Of which, number of courses developed with employers/community organisations or that lead to a qualification.** If, any of the previous apply, add number of courses.

| C. Number of different types of provision run in London through Multiply (Actual for reporting period) | D. Number of courses/outreach initiatives run in London through Multiply (Actual for reporting period) | E. Number of times courses/outreach initiatives run in London during the reporting period (Actual for reporting period) | F. Of which, number of courses/initiatives developed in collaboration with employers (Subset of D) | G. Of which, number of courses/initiatives developed in collaboration with community groups (Subset of D) | H. Of which, number of courses/initiatives that lead to a qualification (Subset of D) | |
|--|--|---|--|---|---|--|
| | | | | | | |

QUARTERLY REPORT

Data to report: spend information

- **I. Total actual expenditure for the reporting period.** Report the actual value of spend for this particular period for each intervention. All overhead costs must be included in intervention spend.
- **J. Total forecast expenditure for the Financial year.** Report total anticipated spend for the whole financial year.

| Number of Interventions (D) | I. Total actual expenditure for the reporting period (Actual for reporting period) | J. Total forecast expenditure for the Financial Year |
|--------------------------------------|--|--|
|--------------------------------------|--|--|

END OF FINANCIAL YEAR REPORT

Key differences from Quarterly report

- Additional selection for Type of Report: **Financial Year Claim**
- Reporting period is whole Financial Year 1 period, 1 August 2022 to 31 March 2023

| | |
|---|--|
| Multiply | MAYOR OF LONDON |
| Multiply Financial Year and Funding Year funding claim | |
| UKPRN | Select UKPRN from drop-down list |
| Provider Name | |
| Date of report | |
| Type of report | Select type of claim from drop-down list |
| Reporting period | Select reporting period from drop-down list (ensure you select the relevant Report Type above) |

- Funding claim declaration must be completed

| | |
|--|--|
| Funding Claim Declaration | |
| As as the person authorised to submit funding claims to the GLA, I certify to the best of my knowledge that the amounts shown in the statement relate to Eligible Expenditure under the Multiply funding (Grant) programme and that funding has been used for the purposes intended. | |
| Name | |
| Position | |
| Date | |

SUBMITTING BOTH REPORTS ON GLA OPS

- The Multiply reporting template contains both the Quarterly and Financial Year reports, as separate tabs.
- One template with both forms completed must be submitted via GLA-OPS by the confirmed deadline.
- GLA-OPS guidance will provide detailed, step by step guidance on how to upload the report template.

FINAL CHECKLIST BEFORE SUBMITTING

- Make sure you use the latest form 'London Multiply reporting template' available at London Multiply Website.
- Fill in BOTH Quarterly Report and Financial Year Claim
- Ensure name of organisation and UKPRN is correct in both reports
- All the data fields are filled in both reports:
 - columns A and B for learner numbers
 - columns C-E for course information
 - columns F-H are optional, depending on your delivery. We expect to see this filled in if your courses are developed or run with employers/community groups and if courses are leading to qualifications.
 - column I for total expenditure for the reporting period (quarter data for quarterly report, full financial year information for Financial year claim)

FINAL CHECKLIST BEFORE SUBMITTING

- Ensure you are reporting only against the interventions in your Multiply grant agreement or APPROVED change request. Any submissions against non-informed interventions will not be taken into account. Do check with your MIS team if all the teams have same information.
- Ensure you have selected correct reporting period in each tab. You need to select the quarterly reporting period and financial year reporting period.
- Submission past the deadline will be counted as nil submission
- Read GLA OPS guidance and submit the report following step by step guide.
- Further queries? Email us: multiply@london.gov.uk

QUESTIONS
