

Skills Gateway: Provider Report Download

Guidance document version 3.0

Contents

This document explains how to login and download your reports via Skills Gateway (the Greater London Authority's data management system).

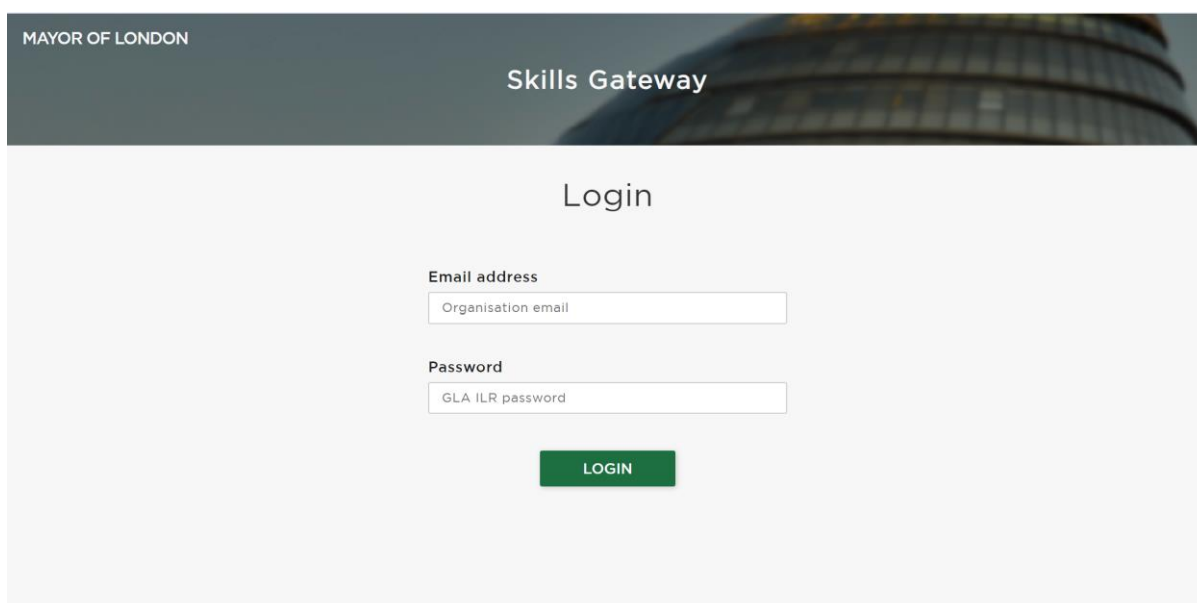
Please note, we recommend use of the Google Chrome browser when you are using GLA-OPS. If you have any questions, please contact skills-ops@london.gov.uk.

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Accessing the GLA Skills Gateway

- Go to <https://skillsgateway.london.gov.uk/login>
- Login using your GLA-OPS credentials.

Note: if you forget your password or your password expires, you'll need to reset it on [GLA-OPS](#).



MAYOR OF LONDON

Skills Gateway

Login

Email address

Organisation email

Password

GLA ILR password

LOGIN

Downloading your reports

To download your reports:

- Login to Skills Gateway using your GLA-OPS credentials.
- Open the Reports page via the main navigation menu.
- Choose Report type, ILR Return Period and UKPRN if you have access to more than one organisation on GLA-OPS (otherwise the UKPRN will be populated automatically) .
- Note: there will be an option to download the following reports:
 - **Data Validation Issues:** report shows any data errors that need to be amended before the next ILR submission;
 - **GLA FRM:** Funding Rules Monitoring Report tells providers about potential qualitative issues with their data that may indicate that funding has been claimed where the learner or learning delivery is ineligible, according to funding rules. Providers use the reports to check their submitted data against their records and have to correct their data if there is no evidence to support their claim.
 - **GLA FSR:** report shows Funding Summary Report data after GLA processing of ESFA data (Funding Line and EAS Category) to align with GLA Agreement types. Cumulative Earnings column in the Learning Block on GLA-OPS is pulling information from the 'Year To Date' delivery value in the Funding Summary Report. You can use it to double check your delivery-based claim amounts for your project on GLA-OPS;
 - **GLA OCC:** report shows Occupancy data after GLA processing of ESFA Funding Line to align with GLA Agreement types.
 - **GLA Skills Bootcamps:** report shows Skills Bootcamps enrolments as submitted via the Skills Bootcamps Data Collection (SBDC) and the funding generated by each enrolment.
 - **GLA Multiply:** report shows any data errors specific to Multiply delivery that need to be amended before the next ILR submission;

- Once all three values are chosen the 'Download' button will be enabled and you'll be able to download your report.

The screenshot shows a web interface for downloading reports. At the top, there is a navigation bar with tabs: LEARNERS, FUNDING SUMMARY, REFERENCE DATA, FILES, and REPORTS. The 'REPORTS' tab is active. Below the navigation bar, the page title is 'Reports'. Underneath, there is a section titled 'Export'. This section contains three dropdown menus: 'Report title', 'ILR Return Period', and 'UKPRN'. The 'Report title' dropdown is open, displaying a list of report types: 'Data Validation Issues', 'GLA OCC', 'GLA FSR', 'GLA Skills Bootcamps', 'GLA FRM', and 'GLA Multiply'. Below these dropdowns is a 'DOWNLOAD' button with a download icon.

If during the process, your download file is an error.txt file, this indicates that there is no data for the particular request you are submitting.