



Department
for Education

Multiply local allocations – quarterly report

**Guidance for completion of the digital
form**

January 2023

Contents

Summary	3
Expiry or review date	3
Who is this publication for?	3
Introduction	4
About the fund	4
Accessing the form	5
Before you start	5
DfE Sign-in	5
If you need further assistance	6
Completing the form	7
Your details	7
Intervention	7
Timeline	7
Learners	7
Provision	8
Funding	8
Off-menu intervention	8
Multiply programme	8
Declarations page	8
Submission summary	9
Confirmation	9
Amending your submission	10
Enquiries	11

Summary

This publication provides non-statutory guidance from the Department for Education. It has been produced to help local authorities, Mayoral Combined Authorities and the GLA to provide quarterly reports on delivery progress of Multiply.

Expiry or review date

This guidance will be reviewed before April 2023.

Who is this publication for?

This guidance is for:

- Mayoral Combined Authorities in England
- The Greater London Authority (GLA)
- Upper tier/unitary local authorities outside of these areas.

Introduction

This document sets out the details on how to complete the Multiply funding digital form to submit your latest quarter submission for period of 1 September 2022 to 31 December 2022.

About the fund

The GLA, Mayoral Combined Authorities, and upper tier/unitary authorities outside of these areas in England, have developed investment plans for bespoke adult numeracy programmes, against the national menu of interventions set out below. These programmes will be delivered across the Spending Review period (2022-23 to 2024-25).

In return for funding, we expect local areas to measurably improve adult functional numeracy levels locally. That includes through increasing the number of adults participating in, and achieving, adult numeracy qualifications up to and including Level 2 (both GCSE Grade C/4 or above, and Functional Skills Qualifications).

Provisional maximum funding allocations for local areas in England are [on the Multiply web page](#). Further technical guidance providing detail on performance measurement, grant management and data collection is also [on the Multiply web page](#).

When to complete your submission

The form opens for submission at 8.00am on 18 January 2023. The deadline to complete your submission for the latest quarter period of 1 September 2022 to 31 December 2022 is 5pm on 31 January 2023.

Accessing the form

Access the [Multiply local allocations - quarterly reporting form](#) to complete your submission for the latest quarter period of 1 September 2022 to 31 December 2022 of the Multiply fund.

Before you start

Make sure you have:

- read this guidance document
- a [DfE Sign-in account](#). (Not applicable to the GLA/MCAs)
- the latest quarter, from 1 September to 31 December 2022, learner data and spend for all interventions, off menu interventions and the administrative and overall Multiply programme spend in your local area
- To consult your [multiply dashboard](#) for current data held by the department when providing your quarterly update

DfE Sign-in

This section applies to organisations using DfE sign-in authentication to access the form.

For MCAs/the GLA that do not have a DfE Sign-in account, you will be asked to select your relevant authority and may need to enter your details manually i.e. UKPRN, your name and email address.

Sign in to your DfE Sign-in account

Follow the below steps to access your DfE Sign-In account:

1. When prompted, enter your DfE Sign-in credentials (your username and password) for authentication
2. Choose the organisation for whom you are completing the form
3. The next page will display the details we hold about the organisation you selected when you signed in. This will show the name, address and URN or UKPRN of the organisation, as well as the name and email address of the person who signed into DfE Sign-in.
4. If these details are correct, then all you need do is to select 'Continue' to go to the next page.
5. If you believe these details are incorrect, please complete the ESFA online enquiries form and we will investigate. You can still proceed with your submission.
6. Complete the form as instructed in the following sections.

Your account must be connected to the organisation you are completing the form for. You do not need to add any services in DfE Sign-in; it is used only for authentication.

If you do not have a DfE Sign-in account

You will need to create one by following steps 1 to 5 below:

1. Select 'create a DfE Sign-in account' the [DfE Sign-in page](#).
2. Enter your name and email address (use a valid business email address that contains your name).
3. We will send you an email to verify your email address; copy the code from this email and paste it into the box on the verification page
4. Create a memorable password of 8 characters or more. Your password must include 2 uppercase letters, 2 lowercase letters, and 2 numbers.
5. Sign in using your new credentials, and request access to the organisation for which you would like to submit a claim. Your request will be sent to the approver(s) at the organisation for action.

Once your request to access an organisation has been approved, you can follow the steps outlined under [Sign in to your DfE Sign-in account](#) to complete the form.

You might have noticed the term 'approver' when 2023creating your account. An approver is someone at your organisation responsible for controlling who has access to DfE Sign-in and the services within the system. It's usually a senior person, such as an administrator or a manager.

Once your request to access an organisation has been approved, you can follow the steps outlined [Sign in to your DfE Sign-in account](#) to complete the form.

For security reasons, you will need the approval of one of your organisation's approvers before you can access the form.

If you need further assistance

If you are having problems using the DfE Sign-in service, use our [DfE Sign-in help service](#). You will be able to request further assistance if required. When raising a support request, select 'other.'

If you believe you are eligible to claim but have problems accessing the form, please contact us via the [ESFA help centre](#).

Completing the form

You will find a 'save and continue' button on each page of the form. If you have to sign out of the form before submitting it, you can resume your submission when you sign back in.

All MCA/GLAs must complete their submission using a single session only.

You'll also be advised what will happen next once you have submitted the form.

Selecting 'continue' on each page will take you through the form.

Your details

This page will display the details we hold about the organisation you selected when you signed into your DfE Sign-in.

Intervention

We want local authorities to have the flexibility to determine what provision is needed to deliver high quality, innovative numeracy interventions that meet the needs of local people and the national aims for Multiply. Some of these interventions will lead to attainment of a qualification, but non-qualification provision should also be developed where more appropriate.

To support local areas to identify the right provision, we have designed a menu of interventions which they can draw down from – choosing a mix of interventions that best suits each area. These interventions should be for adults aged 19 and over.

This menu is based on the growing evidence base on the barriers that hold people back from addressing their numeracy skills and what works in tackling poor adult numeracy, as well as engagement with local areas, providers and other numeracy organisations.

Timeline

Select the option that applies to your delivery of this intervention as per the timeline in your investment plan. If you are behind in delivering the Multiply intervention, you will be required to provide a brief explanation.

Learners

Enter the number of learners that started participation in substantive learning provision in relation to this intervention along with the number of people that engaged with outreach focussed provision.

Provision

Enter the number of different types of provisions currently running in your local area in relation to this intervention along with the number of provision types that started in this quarter.

You will also be asked to enter the number of provisions developed in collaboration with employers and with community groups including provision numbers that lead to a qualification. Enter zero as your answer if any of these provisions haven't been developed.

Funding

Enter the amount spent this quarter on this intervention, and the amount spent so far this financial year on this intervention. You will also be asked about the key challenges and risks for this intervention. Select all that apply or briefly specify them in the free text box if none of the options apply.

Off-menu intervention

If you have approved off-menu interventions in your investment plan for year 1, please complete this section for each approved off-menu intervention.

Please consult your [multiply dashboard](#) for current data held by the department when providing your quarterly update.

Multiply programme

You will be presented with several questions about your spend in the last quarter and so far this financial year on your overall Multiply programme and will be asked to explain any under/overspend against estimates. Add any programme challenges and risks and programme learning that emerged in the last quarter. You can select all that apply and can also add free text if key challenges and risks or learning aren't already covered in the options presented. You can add any delivery concerns that you have for next quarter separately.

Declarations page

Once you have completed your submission, you will be presented with mandatory declarations and will be asked to enter your email address.

You will not be able to submit your form without agreeing to the declarations and providing your email.

Submission summary

You will be presented with a summary page that will allow you to check all your answers before submitting your form.

If you would like to change any answers, use the 'change' link that appears next to each data entry.

Select 'save summary as pdf' button, should you wish to keep a breakdown of the information you have entered in the form. You should do this before clicking the 'Submit' button.

Confirmation

The final page confirms your submission and will provide a unique reference number. You will also receive a confirmation email sent to the address you provided earlier in the form.

Make a note of your unique reference number as this information will not be included in the confirmation email.

Amending your submission

If your submission is incorrect, you can resubmit up until 5pm on 31 January 2023 when this form window closes for submissions. To do this, you'll need to log in and resubmit your form.

If you make a second submission, we'll take the details of the most recently submitted form and disregard previous versions.

The form can be submitted or resubmitted until the deadline by selecting the link to the [Multiply local allocations - quarterly reporting form](#). It will not be possible to grant any extensions to the deadline.

You will receive a new unique submission reference for an amended submission.

Enquiries

If you've read this guidance and have any questions about the Multiply programme, please contact us via the [ESFA help centre](#) or contact the local allocations delivery team mailbox Multiply.LocalAllocations@education.gov.uk.



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