



**Employer Guide for Levy Payers**

# Managing your Apprentices on the Apprenticeship Service

This guide is designed to help support employers through the Apprenticeship Service management system.

Please note that the Apprenticeship Service is new and subject to change. We will produce new versions of this document as the Service develops. If you have any questions or issues please contact [AShelpdesk@skillstraininguk.com](mailto:AShelpdesk@skillstraininguk.com) or call **020 8795 8200** where our staff are available to assist you.

At the current time of release this document is for those employers who are Levy paying, if you are unsure please speak to your Account Manager who will be able to help you.

To access the Apprenticeship Service please go to <https://manage-apprenticeships.service.gov.uk>

Set up an account

Once here click on "Start"

The next page asks if you have previously used the Apprenticeship Service before, if this is your first time you will need to set up an account. To do this please select "No, this is my first time" and follow the onscreen instructions.

You will need your log in details for the PAYE Schemes to be included on the account and your Companies House or Charity number.

To continue and start Managing your apprentices please select "Yes, I've used this service before" and click continue.

You will be asked for your username and password as provided when you created your account.

Once you have logged in you will be presented with the screen to the right.

Please note that before you can start to add Apprentices you will need to add a PAYE scheme and create your Organisation and Agreements with the Educational and Skills Funding Agency (ESFA).

The other part of this screen includes:

Your Team, this is where you can add more access users to be able to manage the apprenticeship account. You can restrict these accounts to only allow access to select areas of the Managements Screen. This can be done to allow you to have Apprenticeship Managers without access to your company finance information. We do recommend you have a few Apprenticeship Managers within your organisation to ensure Apprenticeship starts do not get delayed due to staff absence.

Finance, from here you can monitor your Levy Funds.

### Manage apprenticeships

This service is for organisations that pay the apprenticeship levy.

Use this service to:

- create new accounts
- start, stop or amend your apprenticeship programmes
- spend your levy funds on apprentices (from May 2017)

**Start** >

### Have you used this service before?

Yes, I've used this service before

No, this is my first time

**Continue**

### Skills Training UK Limited

**Your team**

Control what your team can do and invite new team members.

**Your organisations and agreements**

Add your organisations that will make contracts with training providers.

**Apprentices**

Add apprentices, update details of existing apprentices and authorise payments to training providers.

**Finance**

View your financial transactions.

**PAYE schemes**

Add or remove PAYE schemes.

**Find apprenticeship training**

Search for apprenticeships and see details of approved providers who can deliver the training.



# << Guide to Managing your Apprentices on the Apprenticeship Service for Employers.

## The final two areas of the screen are:

Find Apprenticeship Training, this opens as a new window to the Find Apprenticeship Training site that will enable you to search for courses and subjects.

Please speak to your Account Manager if you are looking for something in particular or need guidance on the most appropriate Apprenticeship(s) for your members of staff.

The final option on this screen is Apprentices which is where we will focus on within this guide. If you require assistance or advice on any other sections mentioned above please contact either your account manager or a member of staff on **020 8795 8200**.

## Within the Apprentices section you are provided with three options:

**Add an Apprentice**, this is where you can send information concerning a single apprentice or a group of apprentices "Cohort" over to a training provider.

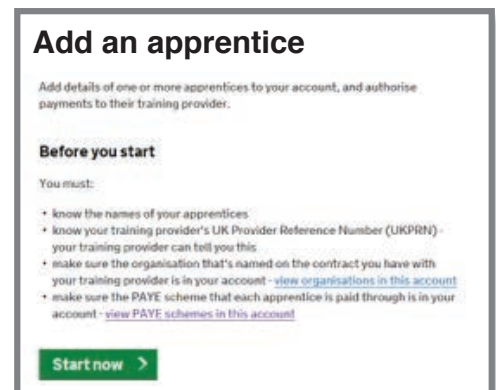
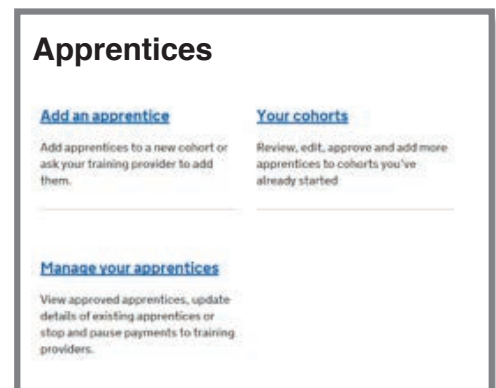
**Your Cohorts**, this is where you can view Apprenticeship requests that you have sent over to a training provider.

**Manage your Apprentices**, here you can see details of the individual apprentices and alter their status.

## This first stage of adding one or more apprentices can be done in two ways;

You can select to allow us, as your training provider, to enter the apprentice details. We collect this information during the individual sign-up of the apprentice. This will allow us to handle some of the administration for you. We are happy to provide this service. Even though we do this you still retain control of the information and have to authorise all details and payments.

Or you can enter the apprentice details yourself, which can be a little more time consuming. Information must be entered from both your side and our side and for an apprentice to start their training the information must match on both sides.



**Step 1.** Once you start to add an apprentice you will need to select which organisation within your Apprenticeship Service account you wish to add the apprentices to.

This must be the same organisation that shows on both your Master Service Agreement and the Training Service Agreement.

**Choose organisation**

Which organisation is named on the contract with the training provider for the apprentices you'd like to add?

SKILLS TRAINING UK LIMITED

**What is a contract for services?**

A contract for services is a formal agreement between a buyer and a supplier. In this case, the contract is between the organisation that's buying apprenticeship training for their apprentices and the training provider that's training the apprentices. If you're an employer/provider, for example, you won't need a contract for services as your organisation is both the buyer and the supplier.

[Continue](#)

**Step 2.** You will now need to enter our UK Provider Reference Number, this is: **10005897**

**Add training provider details**

UK Provider Reference Number

**What is a UK Provider Reference Number?**

A UK Provider Reference Number (UKPRN) is a unique, 8-digit number that identifies a training provider. Your training provider can tell you their UKPRN.

[Continue](#)

**Step 3.** It will ask you to confirm that the information is correct and that you wish to add us as a provider.

**Confirm training provider**

UK Provider Reference Number "10005897" matches:

**SKILLS TRAINING UK LIMITED**  
UKPRN: 10005897

**Is this the main provider of the apprenticeship training?**

Yes, use SKILLS TRAINING UK LIMITED

No, change UK Provider Reference Number

[Continue](#)

**Step 4.** It will ask you if you would like to add the apprentice information yourself or would like us to take on this responsibility.

**Start adding apprentices**

You can start adding details of your apprentices or ask your training provider to add them for you.

If you ask your training provider to add them, you need to check and agree the details before any payments are made.

I will add apprentices

I would like my provider to add apprentices

[Continue](#)

**Step 5.** If you would like us to enter the apprenticeship details for you, this will take you to the final step to send the message on to us. In the message you should include the Standards/Frameworks the apprentices will be doing along with the number in the group and the planned start date.

**Message for your training provider**

Let **SKILLS TRAINING UK LIMITED** know what you'd like them to do next.

Message (optional)

[Send](#)

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<< **Step 6.** Once you have clicked send you will see the following screen.

**Step 7.** When we have entered the apprentices details we will send the information back to you. You will need to check that it is correct and authorise payment.

**If you have chosen to add the apprentices yourself, you will see the additional fields below:**

**Step 8.** To add an apprentice details, click “Add an Apprentice”

**Step 9.** Complete the details shown on the screen to the right, once completed click “Add” at the bottom of the page.  
You will then be provided with the following options:

**Step 10.** The options are;

Approve and send to training provider, this will save the apprentices details and send the information on to us to confirm. We cannot make any changes; incorrect information will need to be messaged to you to edit.

Send to training provider to review or add details, this will save what you have done and send the information on to us, and then we would be able to make corrections if needed.

Save but don't send to training provider, this will save the information added so far and allow you to come back to add more later. It does not inform us of any information at this stage.

You will be asked to send a message to us with instructions.

**Step 11.** We will check the apprentices details you send to us and return to you, either requesting an amendment if we believe the details are incorrect, or authorisation for payment if your details agree with the ones we hold.

**Once a group of apprentices has been accepted on the system you will need to start the process again from Step 1 to add any more.**

Remember Skills Training UK are here to help you throughout this process. You can contact your Account Manager or email **AShelpdesk@skillstraininguk.com** or call **020 8795 8200** where our staff are available to assist you.

### Review your cohort

<b>0</b> Apprentices	<b>0</b> Incomplete records	<b>£0</b> Total cost
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**Training Provider:** SKILLS TRAINING UK LIMITED  
**Status:** New request  
**Message:** No Message added

### Save and continue

[Save and continue](#) [Add an apprentice](#)

You haven't added any apprentices yet - [add an apprentice](#)

### Add apprentice details

You must add the apprentice's first and last names - fill in as many other fields as you can. You'll be able to return later to make changes or add more information.  
You'll only be able to authorise payments for this apprentice once all the fields have been completed - either by yourself or your training provider.

**First name**

**Last name**

**Date of birth**  
For example, 08 12 2001  
Day Month Year

**Apprenticeship training course**  
Start typing in the name of the course or choose an option from the list

**Planned training start date**  
For example, 09 2017  
Month Year

**Planned training finish date**  
For example, 02 2019  
Month Year

**Total agreed training cost (excluding VAT)**  
For example, for £3,000 enter 3000

### Choose an option

Approve and send to training provider

Send to training provider to review or add details

Save but don't send to training provider

[Continue](#) [Cancel](#)

