

Guide for Employers: Using the Apprenticeship Service

Adding details of apprentices

The apprentices we are training need to be added to your Apprenticeship Service account and linked to our Training Provider Service. This ensures the funds are correctly paid to us from your Levy account.

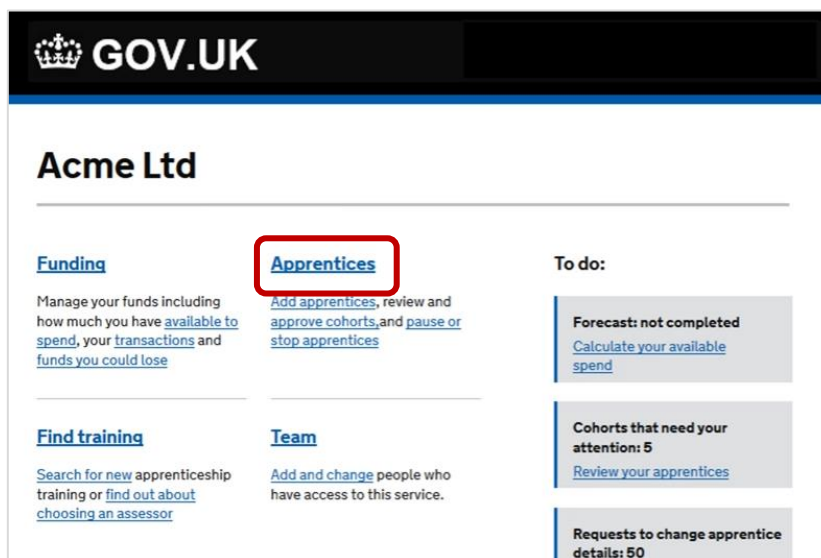
We cannot start your apprentice's training until you have approved them on the Apprenticeship service.

Once we have agreed a training plan, including length of apprenticeship, for your apprentice you will need to log into your account and request we complete your apprentice's details. Once we have done this you will need to approve it.

Adding your apprentices is a simple process and we have provided a walk through below.

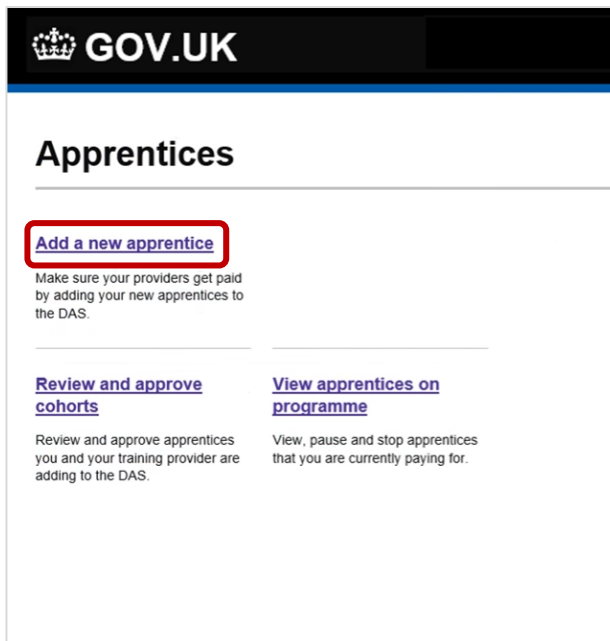
If you would like more detail on how to use your Digital apprenticeship service, a demonstration by the SFA is available on Youtube [here](#)

1. Log into your apprenticeship service and select "Apprentices" from the home screen

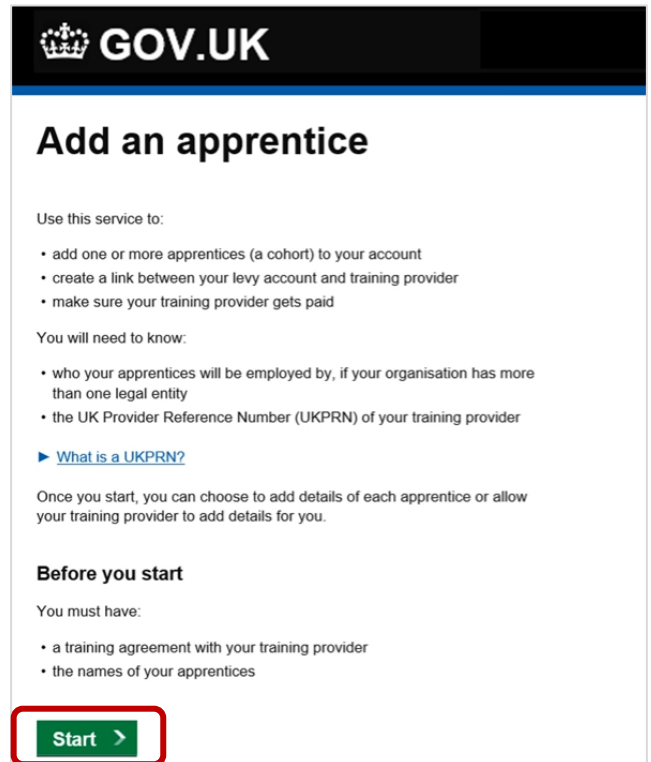


The screenshot shows the GOV.UK dashboard for Acme Ltd. The 'Apprentices' link is highlighted with a red box. The dashboard includes sections for Funding, Find training, Team, and To do: (Forecast: not completed, Cohorts that need your attention: 5, Requests to change apprentice details: 50).

2. Click “Add a new apprentice” and then “Start”



The screenshot shows the GOV.UK 'Apprentices' page. At the top is the GOV.UK logo. Below it is the heading 'Apprentices'. A red box highlights the 'Add a new apprentice' button. Below this button is a sub-heading 'Review and approve cohorts' and a sub-heading 'View apprentices on programme'. The 'Review and approve cohorts' section includes the text: 'Review and approve apprentices you and your training provider are adding to the DAS.' The 'View apprentices on programme' section includes the text: 'View, pause and stop apprentices that you are currently paying for.'



The screenshot shows the GOV.UK 'Add an apprentice' page. At the top is the GOV.UK logo. Below it is the heading 'Add an apprentice'. The page contains the following information:

- Use this service to:
 - add one or more apprentices (a cohort) to your account
 - create a link between your levy account and training provider
 - make sure your training provider gets paid
- You will need to know:
 - who your apprentices will be employed by, if your organisation has more than one legal entity
 - the UK Provider Reference Number (UKPRN) of your training provider

[▶ What is a UKPRN?](#)
- Once you start, you can choose to add details of each apprentice or allow your training provider to add details for you.
- Before you start**
- You must have:
 - a training agreement with your training provider
 - the names of your apprentices

A red box highlights the 'Start >' button at the bottom of the page.

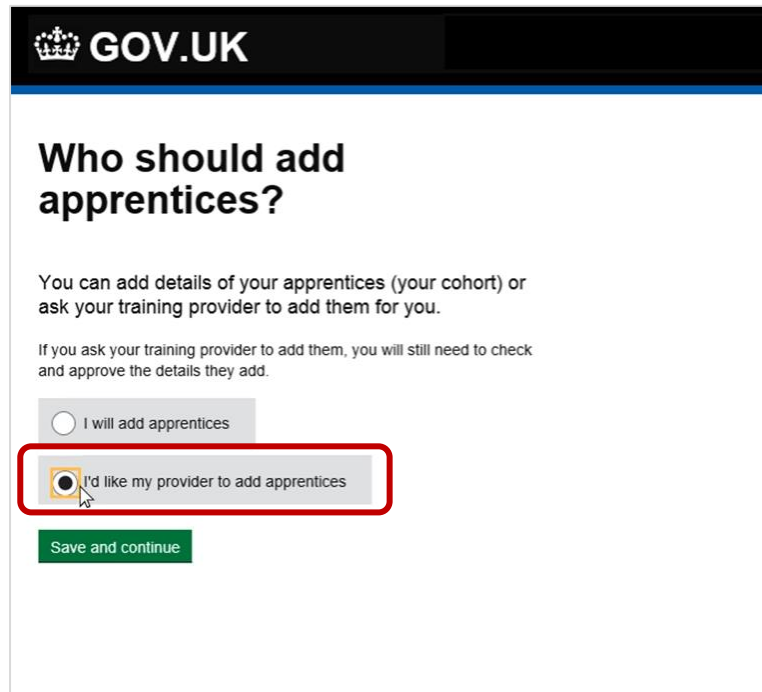
From here, you can add apprentices individually, or if you have several starting at once with us they can all be added as one cohort.

3. Select where the Apprentice works

You may have several options if you have linked organisations. You **must** select the organisation that the apprentice's PAYE is paid through.

4. Who should add apprentices?

On this screen, select that you would like the provider to add the apprentices. We will be able to complete their details, including their Unique Learner Number.

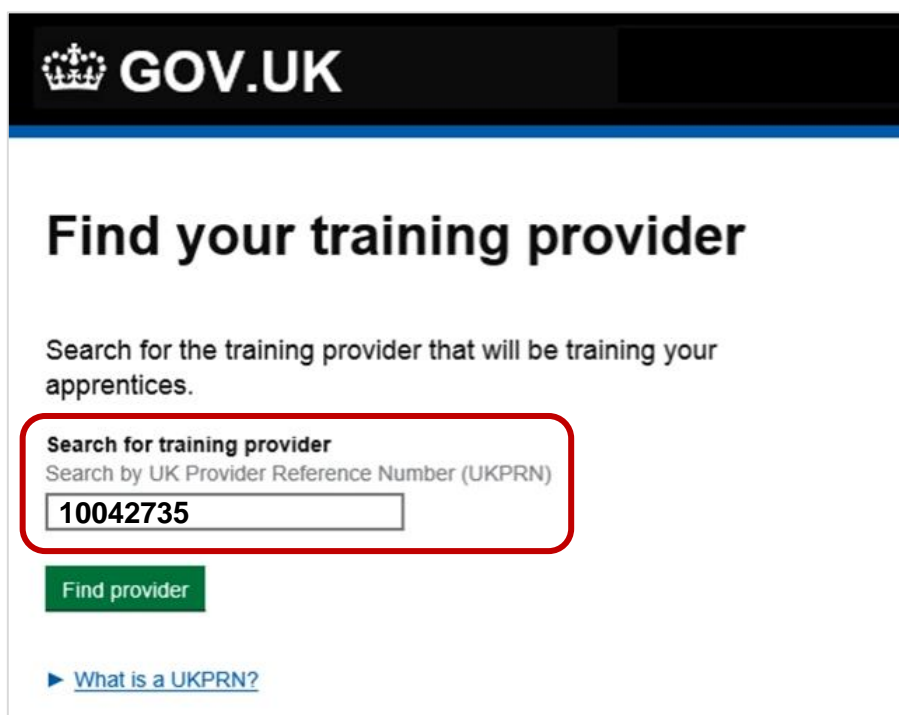


The screenshot shows the GOV.UK logo at the top left. The main heading is "Who should add apprentices?". Below this, there is explanatory text: "You can add details of your apprentices (your cohort) or ask your training provider to add them for you." and "If you ask your training provider to add them, you will still need to check and approve the details they add." There are two radio button options: "I will add apprentices" (unselected) and "I'd like my provider to add apprentices" (selected). A red box highlights the selected option. Below the options is a green "Save and continue" button.

5. Select us as your training provider

Search using our UKPRN **10042735**

On the results page select **Accountancy Learning** and continue.



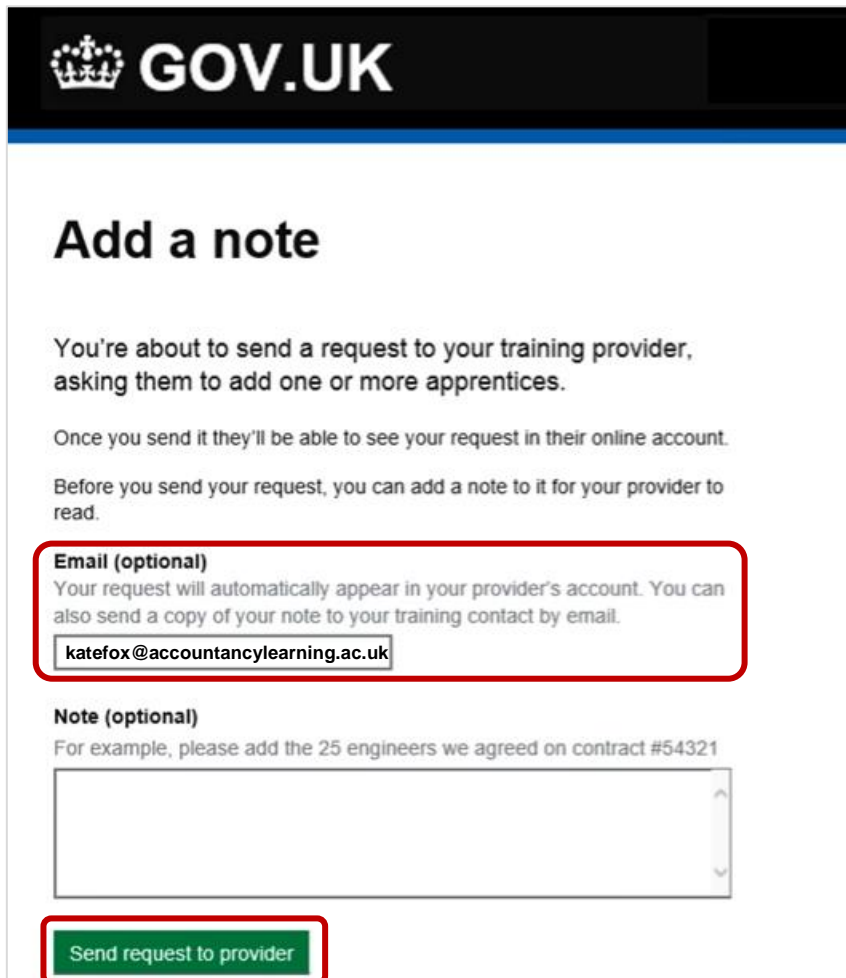
The screenshot shows the GOV.UK logo at the top left. The main heading is "Find your training provider". Below this, there is text: "Search for the training provider that will be training your apprentices." There is a search box with the text "Search for training provider" and "Search by UK Provider Reference Number (UKPRN)". The number "10042735" is entered in the search box. A red box highlights the search box and the "Find provider" button below it. The "Find provider" button is green. At the bottom, there is a link: "▶ [What is a UKPRN?](#)".

6. Send the request to us to complete the apprentice's details

This page will send the request to us to complete the details of your apprentices.

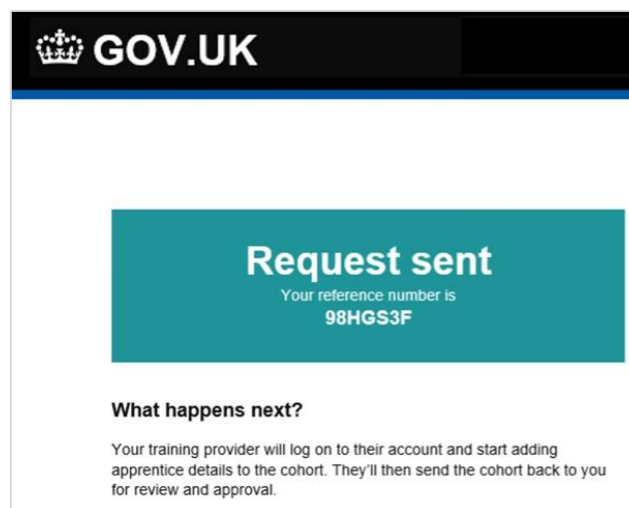
In the email box please enter katefox@accountancylearning.ac.uk. This ensures we are emailed a copy of your request so we can complete it straight away.

The notes section is optional, but you may wish to enter the names of the apprentices we have agreed will start, or anything else you would like us to be aware of.



The screenshot shows the 'Add a note' form on the GOV.UK website. The form is titled 'Add a note' and includes the following sections:

- GOV.UK** logo at the top left.
- Add a note** heading.
- Text: "You're about to send a request to your training provider, asking them to add one or more apprentices."
- Text: "Once you send it they'll be able to see your request in their online account."
- Text: "Before you send your request, you can add a note to it for your provider to read."
- Email (optional)** section, highlighted with a red border. It contains the text: "Your request will automatically appear in your provider's account. You can also send a copy of your note to your training contact by email." Below this is a text input field containing the email address `katefox@accountancylearning.ac.uk`.
- Note (optional)** section. It contains the text: "For example, please add the 25 engineers we agreed on contract #54321" and a large text area for notes.
- A green button labeled "Send request to provider" at the bottom, also highlighted with a red border.



The screenshot shows the 'Request sent' confirmation page on the GOV.UK website. The page is titled 'Request sent' and includes the following sections:

- GOV.UK** logo at the top left.
- A teal box with the text: "Request sent" and "Your reference number is 98HGS3F".
- What happens next?** section. It contains the text: "Your training provider will log on to their account and start adding apprentice details to the cohort. They'll then send the cohort back to you for review and approval."

Once we have received your request, we will add your apprentice's details and return the commitment to you for approval.

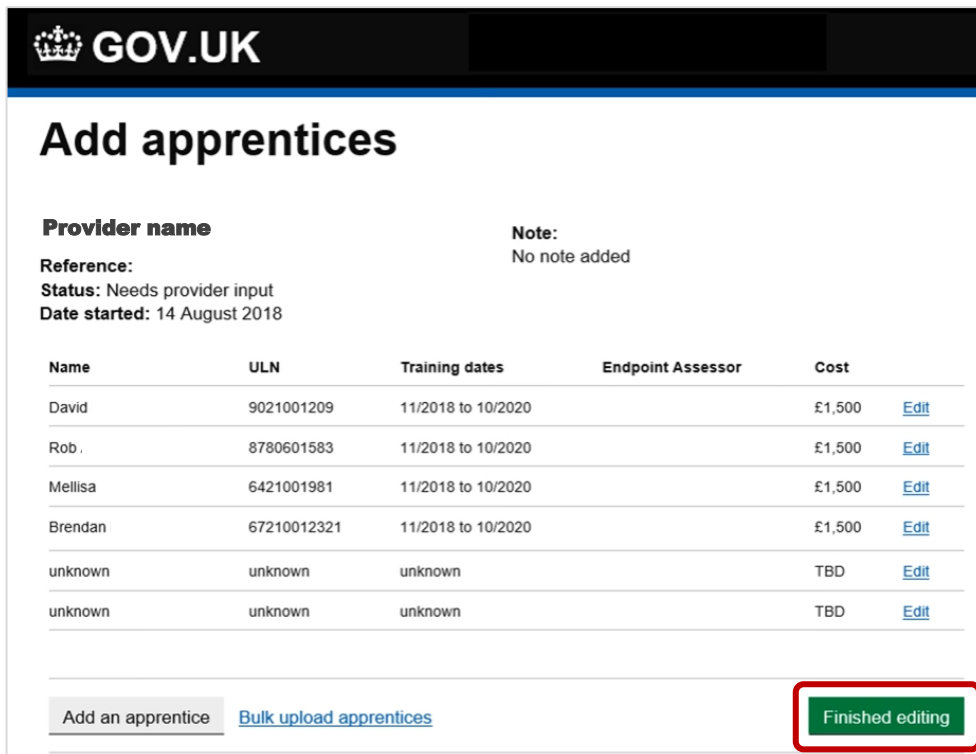
You must approve these details before training can start.

7. Approve Apprentice Commitment

When we send the commitment back to you, you will need to access **Update and Authorise Commitments**.

Click on Accountancy Learning to access the information we have added.

Please check all the apprentice details are correct, if there are any errors please amend them. Once you are happy with the information, press "Finished Editing"



GOV.UK

Add apprentices

Provider name

Reference:

Status: Needs provider input

Date started: 14 August 2018

Note:
No note added

Name	ULN	Training dates	Endpoint Assessor	Cost	
David	9021001209	11/2018 to 10/2020		£1,500	Edit
Rob.	8780601583	11/2018 to 10/2020		£1,500	Edit
Mellisa	6421001981	11/2018 to 10/2020		£1,500	Edit
Brendan	67210012321	11/2018 to 10/2020		£1,500	Edit
unknown	unknown	unknown		TBD	Edit
unknown	unknown	unknown		TBD	Edit

[Add an apprentice](#) [Bulk upload apprentices](#) [Finished editing](#)

If you would like us to change any further information, select “Send to provider to amend or add details”. If you are happy with the details, select “Approve and send to provider”.

The image shows two side-by-side screenshots of the GOV.UK 'Finished editing' screen. Both screens have a black header with the GOV.UK logo and the text 'Finished editing'. Below the header, the question 'What do you want to do with this commitment?' is displayed. The left screenshot shows three radio button options: 'Send to provider to amend or add details' (highlighted with a red box), 'Approve and send to provider', and 'Save but do not send to provider'. A green 'Save and continue' button is at the bottom. The right screenshot shows the same three radio button options, but 'Approve and send to provider' is selected (highlighted with a red box), while 'Send to provider to amend or add details' is greyed out. The same green 'Save and continue' button is at the bottom.

Please note that final responsibility of the accuracy of this information lies with you, the employer. The new employer led funding system means we cannot start training until all details have been approved by you. Once approved, we will send monthly updates on the apprentice’s learning to the ESFA which triggers the release of funding.