

# **STEP-BY-STEP** GUIDE TO USING **THE APPRENTICESHIP SERVICE**

How to create your account, reserve apprenticeship funds,  
add apprentices to your account and claim incentives

**EMPLOYER TRAINING  
& APPRENTICESHIPS**



gloucestershire college

# INTRODUCTION

Whether you are recruiting new apprentices or upskilling existing employees using apprenticeship training, all employers are required to set up an Apprenticeship Service account to recruit and manage apprentices. We've put together a step-by-step-guide to help guide you through the process.

# WE ARE HERE TO HELP

For support in setting up and using your Apprenticeship Service account, please do contact [employer.training@gloscol.ac.uk](mailto:employer.training@gloscol.ac.uk) or call 01452 563400 and we would be happy to help.

## STEP 1: GETTING STARTED

To register for your Apprenticeship Service account, follow these simple steps:

1. Go to [manage-apprenticeships.service.gov.uk](https://manage-apprenticeships.service.gov.uk) and click **Create account**
2. Enter your name, email and a password and click **Set me up**

The screenshot shows the 'Create an account to manage apprenticeships' page. It includes a header with the GOV.UK logo and 'Manage apprenticeships'. The main heading is 'Create an account to manage apprenticeships'. Below this, there is explanatory text: 'You need to create or sign in to an apprenticeship account, then you'll be able to get funding to pay for apprenticeship training and assessment costs.' A section titled 'You'll use your account to:' lists five bullet points: 'get apprenticeship funding', 'find and save apprenticeships', 'find, save and manage training providers', 'recruit apprentices', and 'add and manage apprenticeships'. At the bottom, there is a green button labeled 'Create account >'.

The screenshot shows the 'Set up as a user' page. It includes a header with the GOV.UK logo and 'Manage apprenticeships'. The main heading is 'Set up as a user'. Below this, there is a link: 'If you already have an account [sign in](#)'. There are three input fields: 'First name', 'Last name', and 'Email:'. Below the 'Email:' field, there is a note: 'We'll send you an email confirm your identity.'

3. You will then be sent a code to verify your account

The screenshot shows the 'Confirm your identity' page. It includes a header with the GOV.UK logo and 'Manage apprenticeships'. A message box says: 'We've sent you an email. To confirm your identity, we've sent a code to [annabel.smith@accountancy.co.uk](mailto:annabel.smith@accountancy.co.uk)'. Below this is the heading 'Confirm your identity' and an 'Enter code' input field. A green 'Continue' button is below the input field. At the bottom, there is a link: 'Not received an email? You can request another email'.

5. You will then be asked to complete a legal agreement with the Education Skills Funding Agency (ESFA).

The screenshot shows the 'Using your Government Gateway details' page. It includes a header with the GOV.UK logo and 'Manage apprenticeships'. Below the header, it says 'Your employer account'. The main heading is 'Using your Government Gateway details'. Below this, there is explanatory text: 'You'll now be taken to the HMRC Government Gateway site where you'll be asked to sign in using your Government Gateway credentials. When you sign in to your Government Gateway account you'll be asked to 'grant authority' to allow your tax details to be used.' At the bottom, there is a green 'Continue' button and a link: 'Skip this step for now'.

4. Next you'll need to add your PAYE scheme to your account, either using your existing Government Gateway login, or your PAYE Scheme reference along with the Account Office reference number (included in any HMRC correspondence to your business). Please note that all levy paying companies must use the Government Gateway route

The screenshot shows the 'Add a PAYE Scheme' page. It includes a heading 'Add a PAYE Scheme'. Below this, there is text: 'We need you to add the PAYE scheme for your organisation. You can do this by using either of the following:'. There are two bullet points: 'the Government Gateway login for your organisation' and 'your accounts office reference number for your organisation'. Below these are two links: 'Find your Government Gateway details' and 'Find your accounts office and PAYE scheme reference numbers'. At the bottom, there is text: 'You can add a PAYE scheme later if you need more time, we can still create your account for you.' There are two radio buttons: 'Use Government Gateway log in' and 'Use accounts office reference number and employer PAYE scheme reference. You should only use this if your payroll for your'.

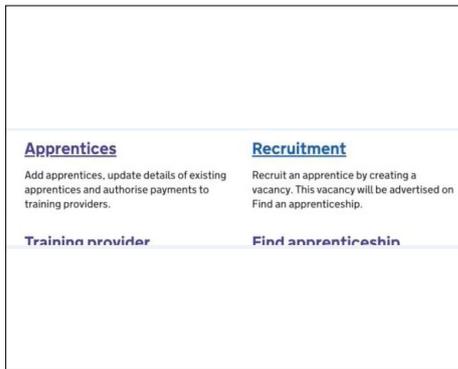
For further guidance [watch this video](#)

# STEP 2: RESERVING APPRENTICESHIP FUNDS

All non-levy payers need to reserve the funds which pay for the training and assessment of apprentices as soon as you decide to take on apprentice. If you plan to recruit a new apprentice, the funding should be reserved before you recruit.

1. From the homepage of your account, go to the **Your funding reservations** tab and click **Reserve funding**

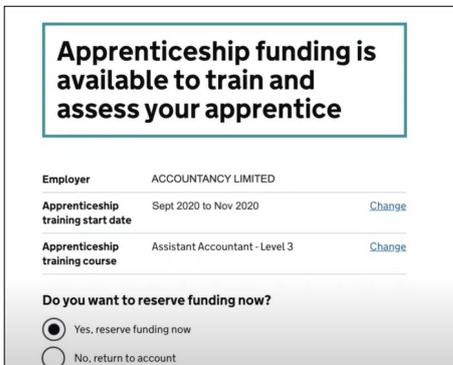
1a.



1b.



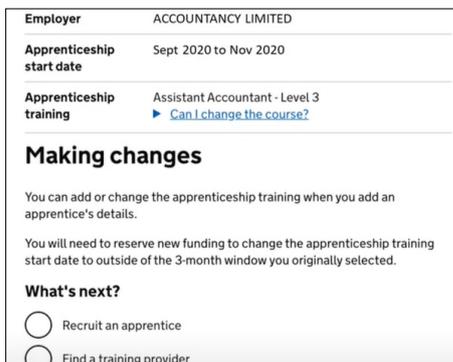
2. Add the course information for your apprentice then **Save and Continue**



3. Select the month your apprentice will be starting then **Save and Continue** (the apprentice can start in the month you choose, or the following two months e.g. if you select September, they can start in September, October or November)



4. Select **Yes, reserve funding now** then **Confirm**



5. Scroll down and select **Add Apprentice Details**

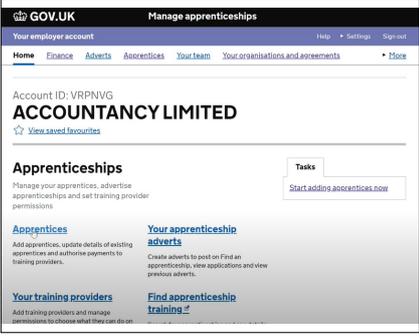


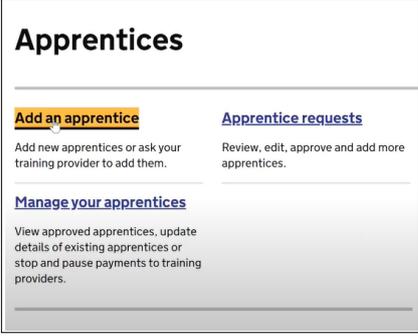
For further guidance [watch this video](#)

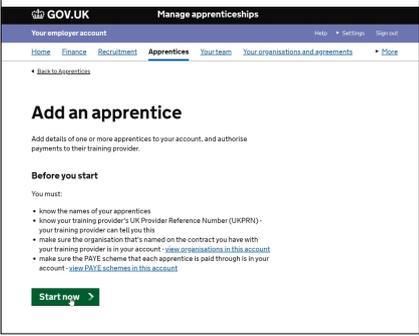
# STEP 3: ADDING APPRENTICES TO YOUR ACCOUNT

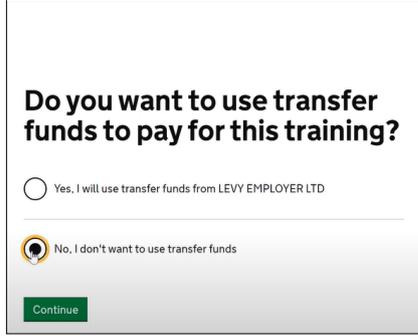
Each time you hire an apprentice, or an existing member of your staff signs up to doing an apprenticeship, you will need to add them to your Apprenticeship Service account.

1. From the home page of your account, go to the Apprenticeship tab and click on **Add an Apprentice** then **Start Now**

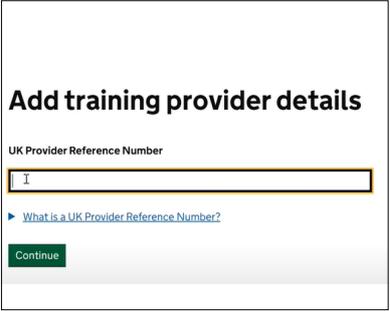
**1a.** 

**1b.** 

**1c.** 

**1d.** 

2. Add Training Provider details - UK Provider Reference Number (UKPRN) **Gloscol: 10002696** then **Continue**. Confirm training provider (select Yes)



3. Select **I will add apprentices** then continue

4. Please enter the apprentice's name as a minimum, then enter as many of the other details as you can. Select **Save and Continue**

5. If you have more than one apprentice to add, you may do this now by selecting **Add another apprentice** and following the same steps as above

6. Once you have added all your apprentices' names, approve these details by selecting **Yes, approve and notify training provider**

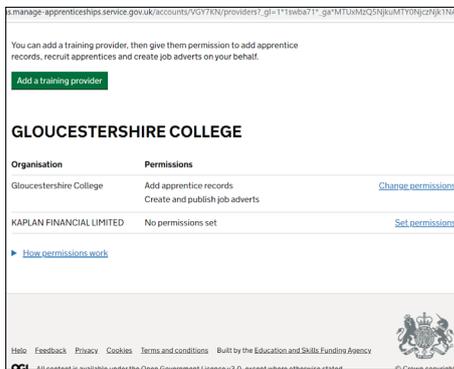
Your request will be approved by our administration team once the apprentice has been signed up via your training coordinator or assessor.

For further guidance [watch this video](#)

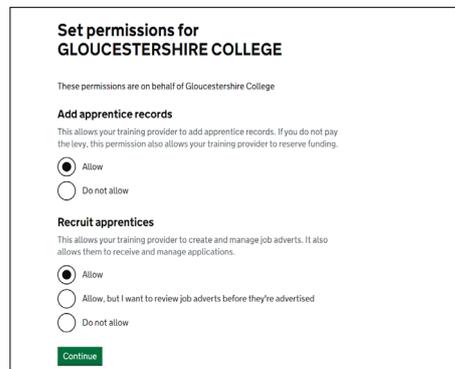
# STEP 4: SETTING PROVIDER PERMISSIONS

By giving Gloucestershire College permissions to your account, you will enable our Employer Training & Apprenticeship team to support you with adding apprentice records, creating and submitting vacancy adverts and managing the recruitment process on your behalf.

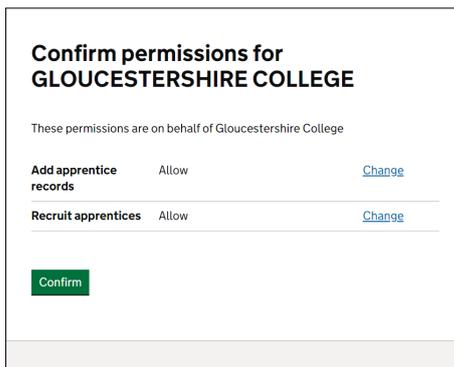
1. From the home page of your account, go to Apprenticeships and click on Your Training Providers. Click on **Set** or **Change** Permissions next to GLOUCESTERSHIRE COLLEGE.



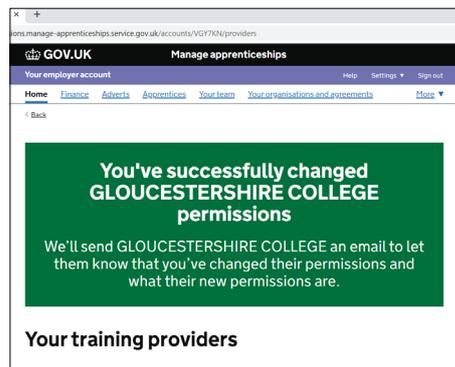
2. Next, you will be asked 'Do you give Gloucestershire College permission to add apprentice records? And 'Do you give Gloucestershire College permission to recruit apprentices?' Select **Allow** and **Continue**



- 3a. You will then be asked to confirm permissions for Gloucestershire College.



- 3b. Select **Confirm**.



For further guidance [watch this video](#)

## STEP 5: RECRUITING AN APPRENTICE WITH GLOUCESTERSHIRE COLLEGE

Once you have reserved the apprenticeship funding (Step 2) and have given Gloucestershire College full permissions (Step 4), our Employer Training & Apprenticeship team will be happy to create an advert for your vacancy and manage applicants on your behalf.

Your Business Consultant will work with you to collect all the necessary information to place your advert. Some of the essential information includes:

- Apprentice role and responsibilities
- The training your apprentice will take and expected qualifications at the end
- Expected career progression after this apprenticeship
- Application closing date
- Apprenticeship start date
- Pay, duration and working hours
- Essential qualifications for the role
- Skills and personal qualities required for the role
- Benefits and other useful information about your company that will help attract candidates

Once the advert has been submitted and successfully checked by the system, it will go live within 24 hours and will be searchable on Find an apprenticeship website.

The Employer Training & Apprenticeship team will then support you with managing and shortlisting applicants.

If you would like to **create the advert and manage the process yourself**, please watch [this video](#) for further guidance.