

Receiving Employer guidance Apprenticeship levy transfer process

Setting up an Apprenticeship Service account to receive Levy Transfer

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Where can I get help?

You can get help from the National Apprenticeship Service helpdesk at:

Telephone: 0800 015 0600 - **Select ‘option 1’**, then **‘option 2’** (*Open: 8am- 10pm Monday to Sunday*)

Email: helpdesk@manage-apprenticeships.service.gov.uk

Step by Step Guidance for Receiving Employer

Setting-up an Apprenticeship Service account to receive a Levy Transfer

1. The information you need before you start:

- The organisation's Government Gateway ID and Password.
 - This may have been set up previously to manage your organisation's tax returns and PAYE, and could be held by your Partners, Business Manager or your organisations' accountant.
 - If your organisation does not have a Gateway ID, go to step 2 in this guide
 - If your organisation already has a Gateway ID, go directly to step 3 in this guide.
- The organisation's company number or charity number
- Follow this link to find out what you need to know before setting up your apprenticeship service account: <https://sfadigital.blog.gov.uk/2019/01/24/things-you-need-before-setting-up-your-apprenticeship-service-account/>

2. Set up a Government Gateway ID if your organisation *does not* already have one:

- Locate the embedded link within the 'HMRC Services' section and select '**Get access to all HMRC online services**'
- Select '**sign in**'
- Select '**Create sign in details**'
<https://www.access.tax.service.gov.uk/login/signin/creds>

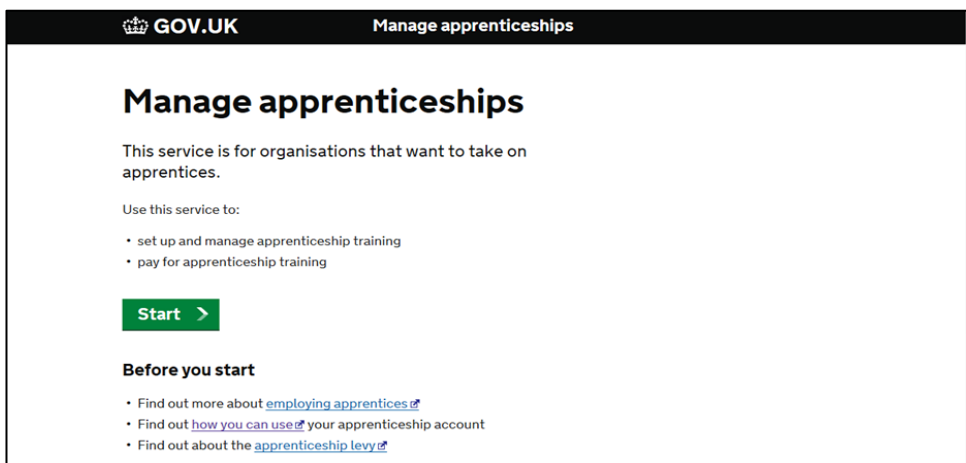
For set-up process assistance contact the HMRC Government Gateway team on:

Telephone: 0300 200 3600 - Select '**Option 3**', then '**1**'

Online contact form: <https://www.tax.service.gov.uk/contact/contact-hmrc-unauthenticated?service=scp>

3. Open the Apprenticeship Service (AS) Account

- Use this link to open the AS account registration form:
<https://accounts.manage-apprenticeships.service.gov.uk/service/index>



- The system will prompt you throughout the process.
 - If you are setting up an 'AS' account for the first time, **select "no"**
 - If you have previously used the service, **select "yes"**

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Have you used this service before?

Yes, I've used this service before

No, this is my first time

[Continue](#)

- If you have any problems at this stage, you can get help from **National Apprenticeship Service helpdesk at:**
Telephone: 0800 015 0600
Email: helpdesk@manage-apprenticeships.service.gov.uk

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What you'll need

To set up an account you'll need:

- at least one PAYE scheme
- the Government Gateway login details for your PAYE scheme(s) - ask your payroll department if you don't have access to this information

[Can't find your Government Gateway details? ↗](#)

Do you have everything you need?

Yes, I have everything I need

No, I don't have everything I need

[Continue](#)

- Select the relevant option, and press continue.

Get set up as a user

First name

Last name

Email
We'll send you an email to confirm your identity.

Create new password
Password requires upper and lowercase letters, a number and at least 8 characters.

Confirm password

By continuing you accept the [terms and conditions](#).

This needs to be someone senior in the GP Practice, with decision making responsibility and the authority to sign legal agreements and contracts.
You can add more administrators at a later stage

- The system will then ask for you to complete a security check, which will be emailed to the address that you have supplied.

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We've sent you an email
To confirm your identity, we've sent a code to [redacted]

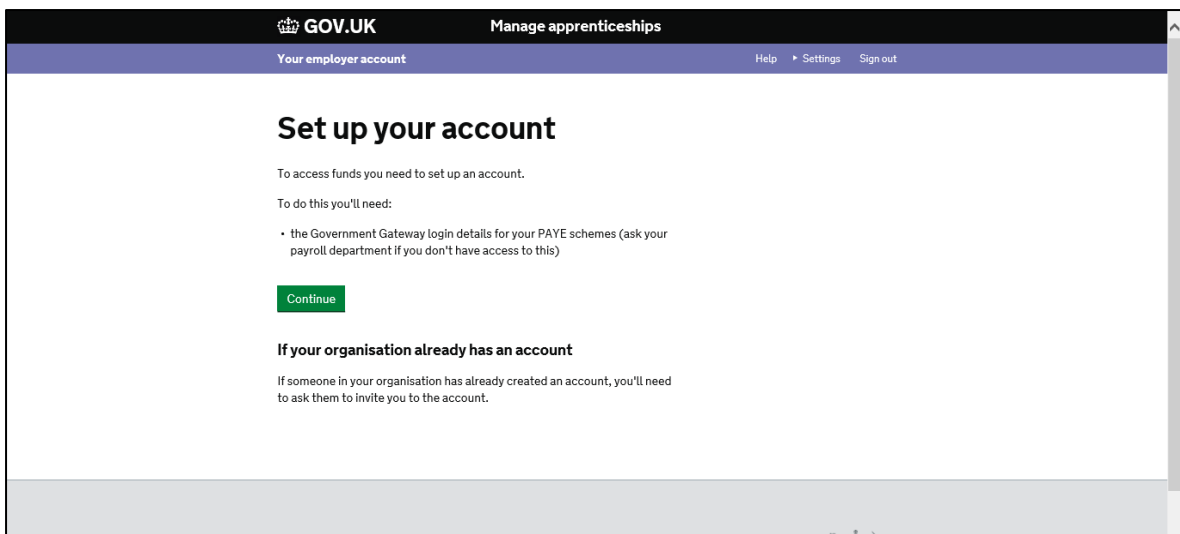
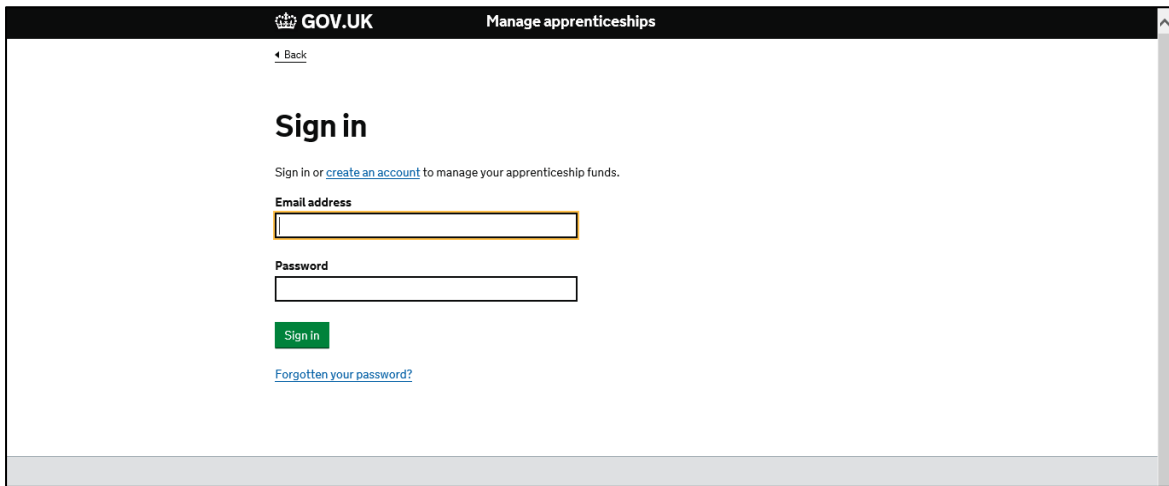
Confirm your identity

Enter code

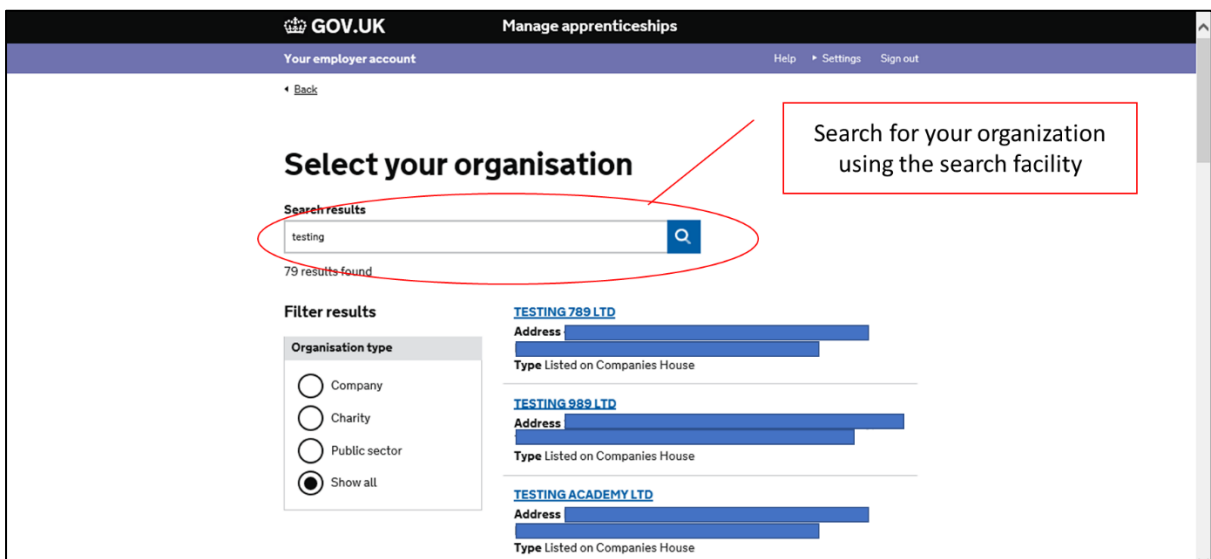
Not received an email?
[You can request another email](#)

A code will be emailed to you. Add this to verify your identity.

- You are now able to sign in to the Apprenticeship Service



- This will allow you to link the account to the organisation and receive the levy transfer funding.

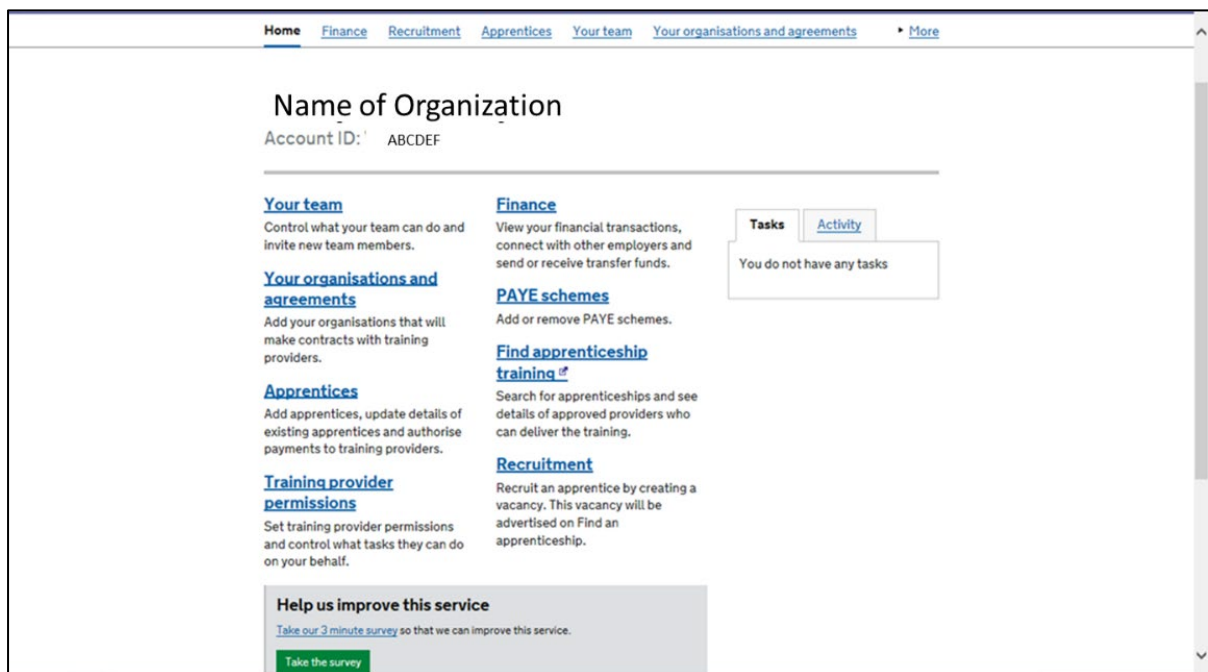


- Select the correct organisation. On subsequent screens it should be possible to link your Government Gateway ID to the organisation.
- When you are happy that all details have been added correctly, press continue.
- Once this form has been completed, the National Apprenticeship Service will provide you with an Apprenticeship Service (AS) unique 6-character reference number and an Account user ID to access the account
- Keep these details safe for future reference

4. **Creating the link to the organisation who is transferring the funding for your apprentice**
NB. This step is undertaken by the organisation who will be transferring the Levy to support your apprentice. This organisation is known as the “Sending” organisation.

- Provide the unique 6-character AS ‘Account ID’ for your organisation to the “sending” organisation (not the account number). This is to allow them to create the link between them as a “sender” of levy funds and your organisation as a “receiver” of levy funds on your behalf.

5. **Your AS Account**



6. Adding your Apprentices to your Account:

The screenshot shows the 'Manage apprenticeships' page on GOV.UK. The 'Apprentices' tab is highlighted with a red circle and a callout box that says 'Select the "Apprentices" tab'. Below the navigation, the 'Add an apprentice' link is circled in red, with a callout box stating 'Open the "Add an Apprentice" link. This is where your apprentice's information will be stored'. Other visible links include 'Your cohorts', 'Manage your apprentices', and 'Set payment order'.

The screenshot shows the 'Add an apprentice' page. It includes a 'Back to Apprentices' link, a title 'Add an apprentice', and a brief description: 'Add details of one or more apprentices to your account, and authorise payments to their training provider.' Under the heading 'Before you start', there is a list of requirements: 'You must: know the names of your apprentices; know your training provider's UK Provider Reference Number (UKPRN) - your training provider can tell you this; make sure the organisation that's named on the contract you have with your training provider is in your account - [view organisations in this account](#); make sure the PAYE scheme that each apprentice is paid through is in your account - [view PAYE schemes in this account](#)'. A green 'Start now >' button is at the bottom.

- Select the training provider.
- The training provider will be able to provide you with their UKPRN (United Kingdom Provider Reference Number).
- This is a unique code that every training provider on the official register (ROAPT) has; and is the code that allows the training provider to be paid for the training delivery.

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Your employer account Help Settings Sign out

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Back to Apprentices

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](#)

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Confirm training provider

UK Provider Reference Number 'XXXXXX' matches:

Training Provider Name

UKPRN: 8-Digit UKPRN

Is this the main provider of the apprenticeship training?

Yes, use

No, change UK Provider Reference Number

[Continue](#)

- Once you have confirmed the training provider, the apprentices can be added.
- You can either:
 - Add the apprentices details yourself
 - Ask the training provider to add them on your behalf

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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](#)

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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

Unique learner number
This will be added by your training provider.

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

Planned training start date
For example, 09 2017
Month Year

Planned training finish date
For example, 02 2019
Month Year

Your employer account Help Settings Sign out

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

Planned training start date
For example, 09 2017
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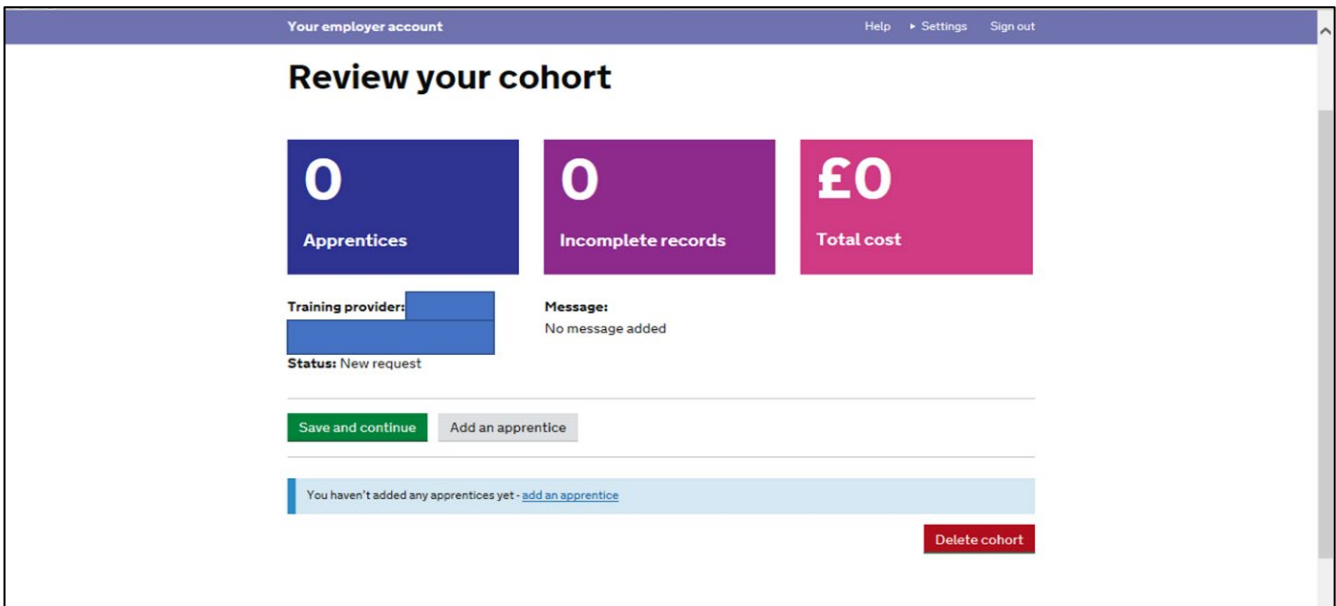
Total agreed apprenticeship price (excluding VAT)
Enter the price, including any end-point assessment costs, in whole pounds.
For example, for £1,500 enter 1500
£

Reference (optional)
Add a reference, such as employee number or location - this won't be seen by the training provider

20 characters remaining

End-point assessments
If you've chosen an apprenticeship standard, we'll ask you to confirm the [apprentice assessment organisation](#) for this apprentice. We'll do this before the end of the apprenticeship.
Apprenticeship frameworks have different assessment arrangements and don't need end-point assessments.

- Once the apprentice's details have been added, you will need the senior account holder to:
 - Agree to the contractual terms within the AS system.
- The 'Sending organisation' will need to:
 - Review and approve their financial commitment to support the apprentice via the Levy transfer.



- **Once both the 'Sending organisation' and the 'Receiving organisation' have provided authorisation, the transfer is set-up and training can commence.**

Contents of the “Manage Apprenticeship Funds” guidance

- [1. Before setting up your apprenticeship service account](#)
- [2. Setting up multiple connected organisations in your account](#)
- [3. If you pay the apprenticeship levy](#)
- [4. How funding works if you do not pay the apprenticeship levy](#)
- [5. Apprenticeship account roles and permissions](#)
- [6. Registering on the apprenticeship service](#)
- [7. Using your account](#)
- [8. Managing cohorts and apprentices](#)
- [9. Advertising apprenticeship vacancies](#)
- [10. How payments work if you pay the apprenticeship levy](#)
- [11. Help](#)