Receiving Employer guidance
Apprenticeship levy transfer process

Setting up an Apprenticeship Service account to receive Levy Transfer

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Author:

*Jennifer Stone, Apprenticeship Relationship Manager – London & Southeast
Education & Skills Funding Agency (ESFA) | Health Education England*

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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

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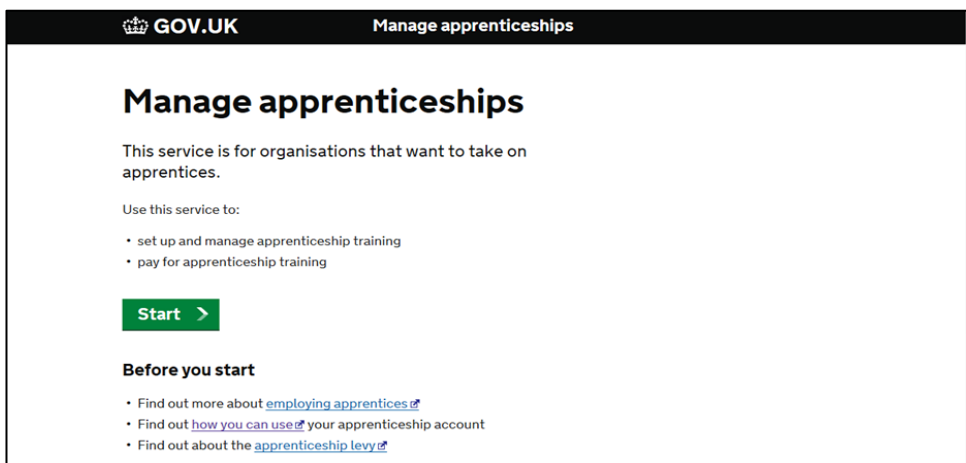
- The system will prompt you throughout the process.
  - If you are setting up an 'AS' account for the first time, **select "no"**
  - If you have previously used the service, **select "yes"**

- 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

- 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.

Set me up

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**.**

GOV.UK Manage apprenticeships

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

Confirm your identity
Enter code

Continue

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
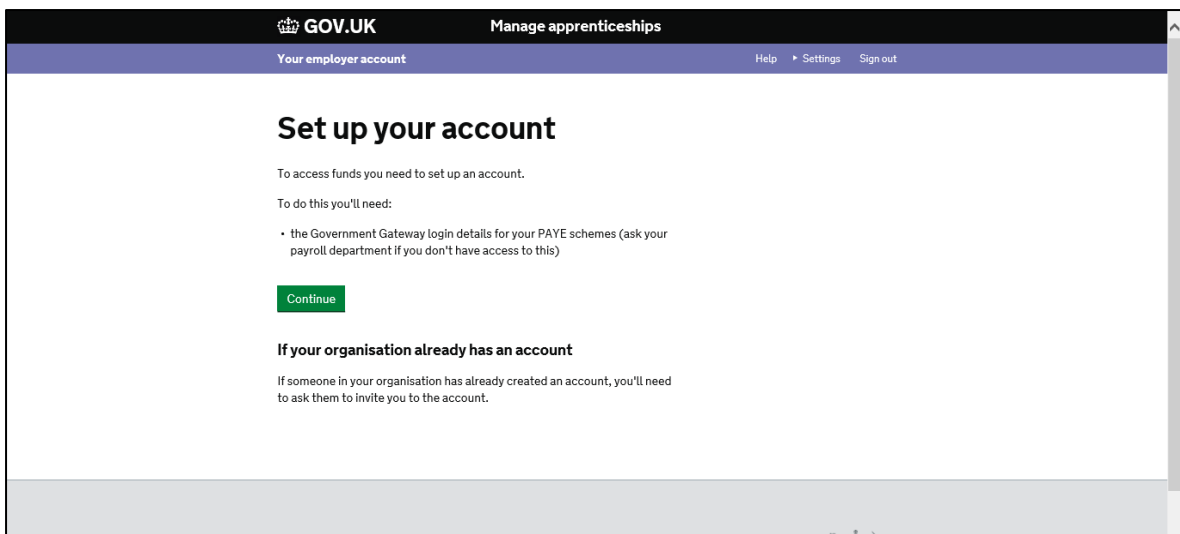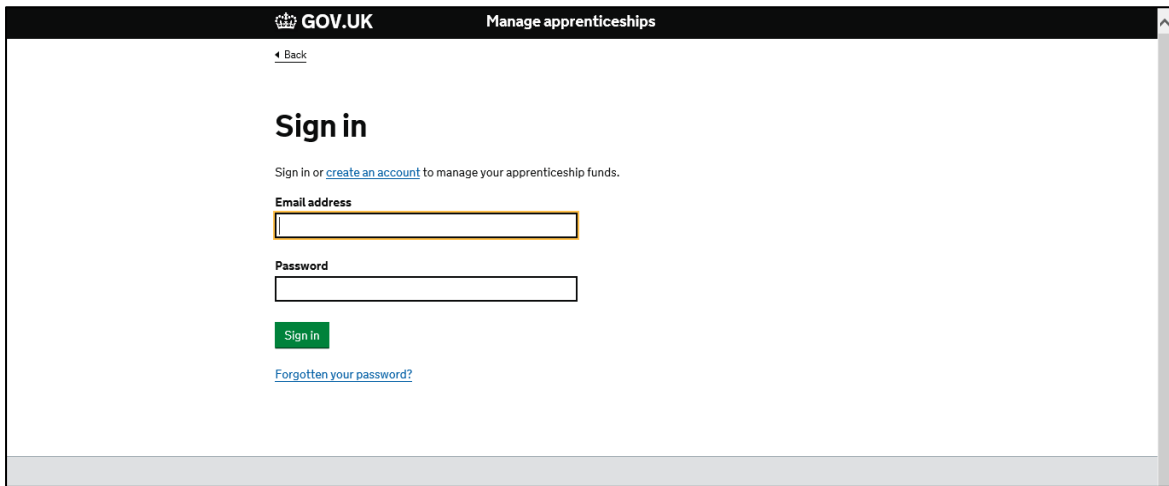
- This will allow you to link the account to the organisation and receive the levy transfer funding.
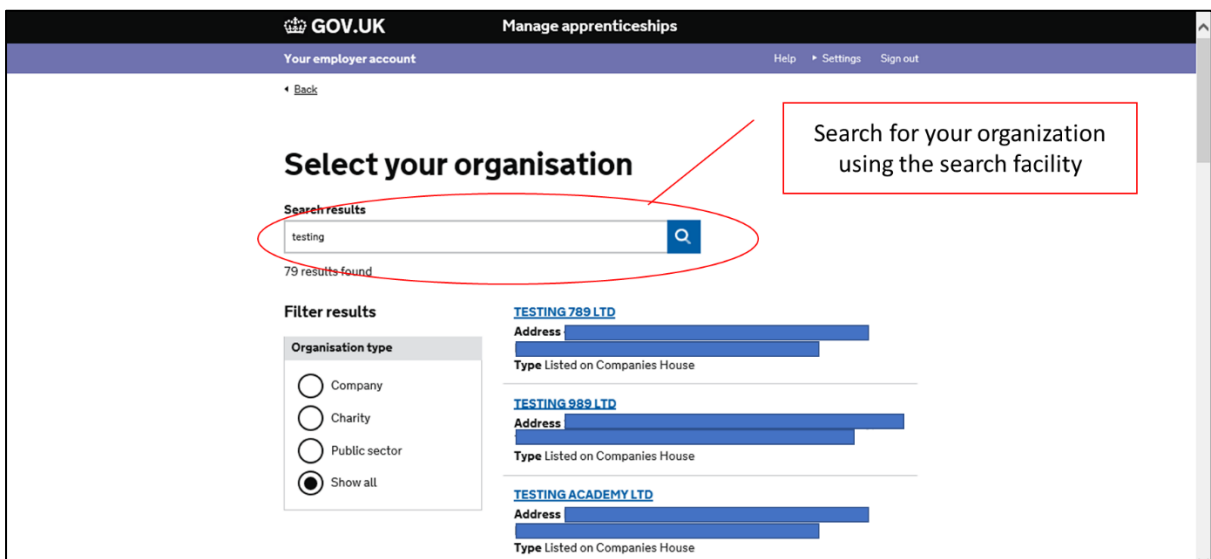
- Select the correct organisation. On subsequent screens it should be possible to link your Government Gateway ID to the organisation.
- When you are happy that all details have been added correctly, press continue.
- Once this form has been completed, the National Apprenticeship Service will provide 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
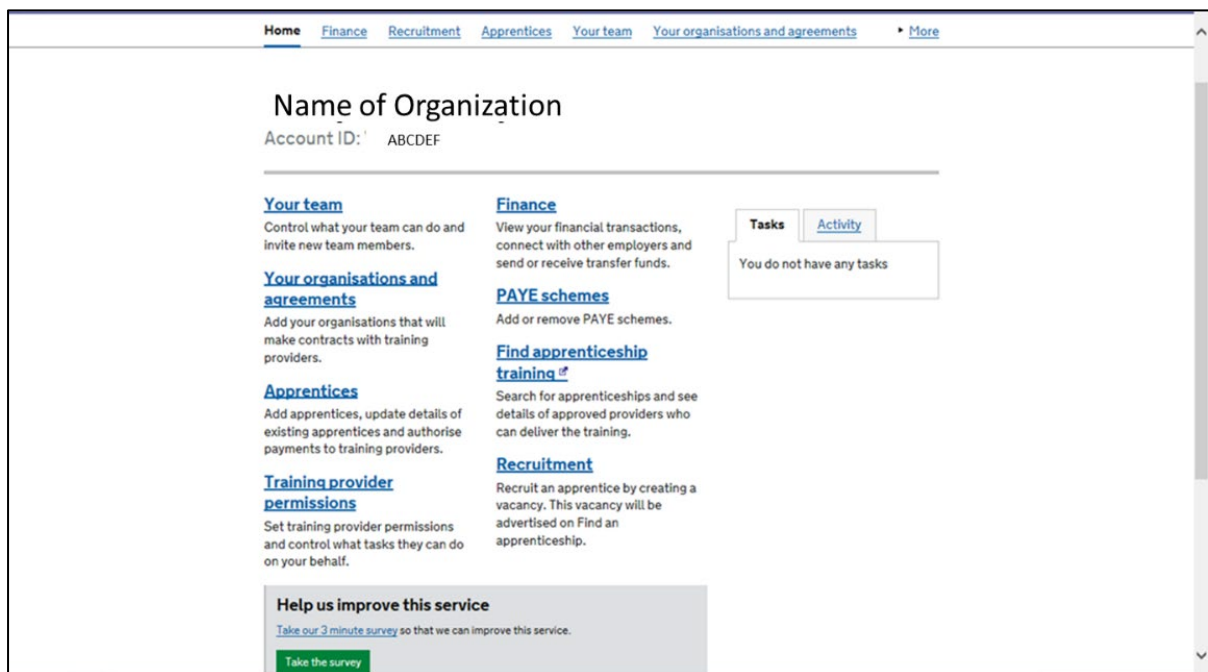
6. Adding your Apprentices to your Account:

- 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.

- 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

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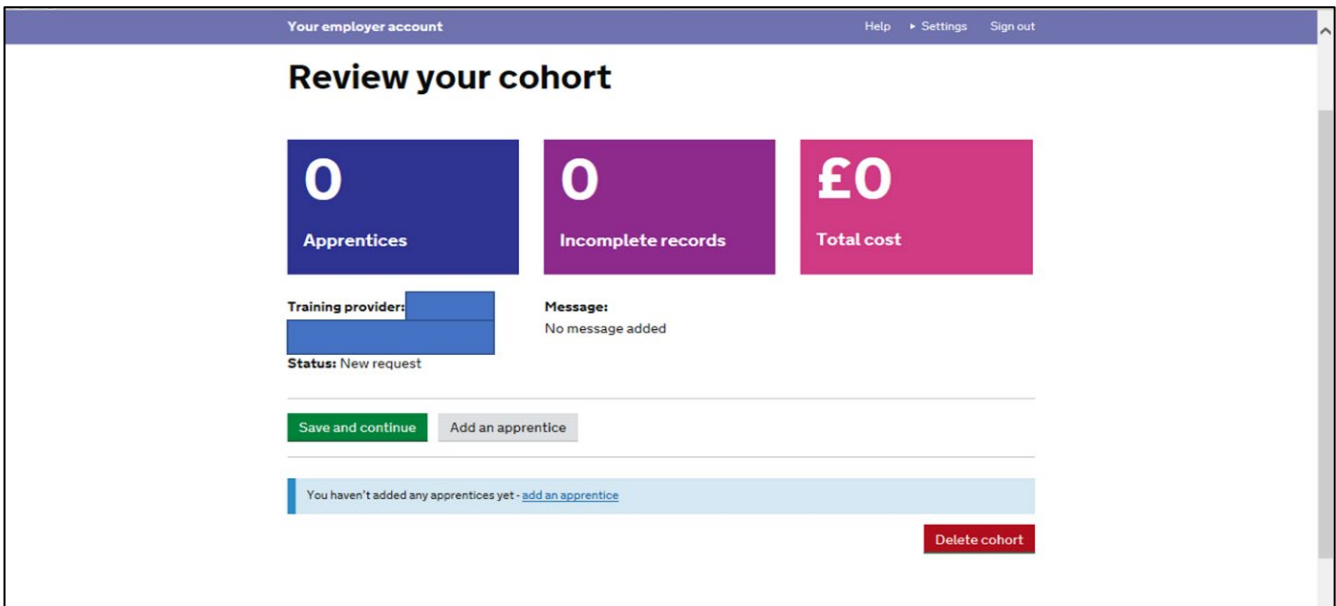
- **Once both** the **'Sending organisation'** and the **'Receiving organisation'** have **provided authorisation,** the **transfer is set-up** and **training can commence.**

Contents of the "Manage Apprenticeship Funds" guidance