

SETTING UP YOUR APPRENTICESHIP SERVICE ACCOUNT

Before taking on an apprentice, all employers must have an [Apprenticeship Service Account](#). There is no cost attached to registering for this service.

You will use your Apprenticeship Service Account to:

- Access apprenticeship funding
- Identify and manage training providers
- Advertise and recruit apprentices
- Add and manage apprenticeships
- Apply for levy transfer funds

To register for an account, you will need the following:

- A valid email address
- A company PAYE reference number
- An Accounts Office reference number

Registering Your Account

- Access the '[Manage Account](#)' service
- Select 'Create Account'
- Input requested information and create a unique password
- View and accept the employer agreement

Adding Your Learners via a Levy Transfer

Once you have accepted the levy transfer request you will need to create a learner cohort

- Select 'Apprentices' on the top ribbon
- You will be asked if you wish to use the funds from the transferring organisation, OR pay the 5% contribution
- Add the training provider details
- You can then select to add the learner cohort details yourself, or grant your training provider permission to do this for you
- Once the cohort is set-up and confirmed, the levy transferring organisation will receive notification and will finalise the approval

For further guidance watch the Department for Education's A live walkthrough of The Apprenticeship Service <https://www.youtube.com/watch?v=fDK6ITrobpk>

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