

# SETTING UP YOUR APPRENTICESHIP SERVICE ACCOUNT

## What is the 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

## What do I need?

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 my 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 apprentice details

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 a transferring organisation (who will be named), OR pay the 5% contribution - **SELECT CAREFULLY!**
- 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
- Your nominated training provider will receive notification of the cohort

