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National
Apprenticeship
Service



The Apprenticeship Service Guide

How to set up your Apprenticeship Service Account

Setting up your Apprenticeship Service Account

This guide will support you to set up your own Apprenticeship Service account and is suitable for both levy paying employers and SMEs. Once your account is set up, you will have more control of the way your apprenticeships are run and funded including:

- Reserve and manage your apprenticeship funding
- Receive and manage the new apprenticeship incentives
- Set permissions for your training provider to complete tasks on your behalf
- Find out what other apprenticeship standards are available for other parts of your business
- Select an appropriate End Point Assessment organisation
- Create and advertise an apprenticeship vacancy
- Give real-time feedback on the quality of training provision you receive

To get your Apprenticeship Service account up and running, you need to follow these simple steps:

1. Create a user account using your name and a valid email address
2. Add a Pay as You Earn (PAYE) scheme on behalf of your organisation
3. Confirm your organisation details
4. Accept the employer agreement with the Education and Skills Funding Agency (ESFA)

Key information you need before you start to register

- A valid email address
- The Government Gateway login details (user ID and password) for your organisation - your payroll or finance department should have your organisation's Government Gateway details
- If your annual pay bill is less than £3 million, you can use the accounts office reference number and employer PAYE scheme reference number
- Authority to add PAYE schemes to the account
- Authority to accept the employer agreement on behalf of your organisation

For further information and guidance, please follow the video link below:

Video: [What you need to set up an apprenticeship service account.](#)

Timescales for registering apprentices

To ensure that everything runs smoothly for your apprentice, it is important that you complete the process on the Apprenticeship Service account within the following timescales:

- Register the apprentice with your account within 14 days of the apprenticeship start date
- Approve the apprentice within 30 days of the apprenticeship start date

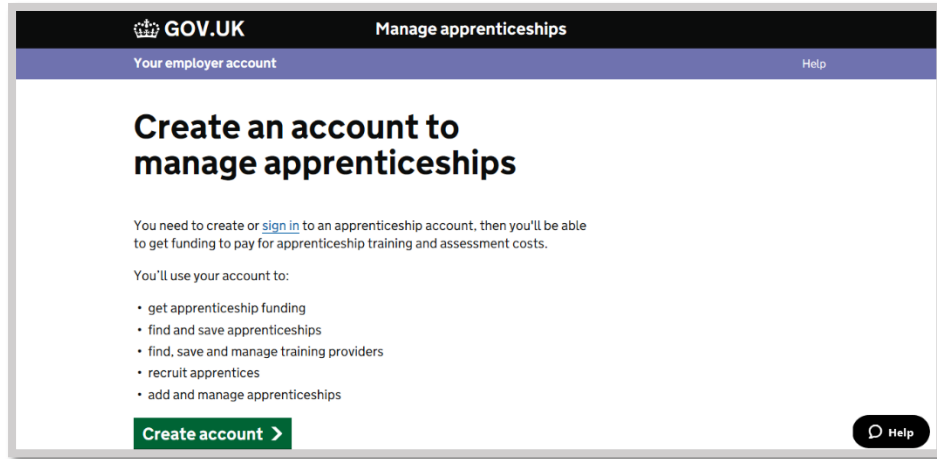
Allocating access and account roles

Before registering your account you also need to consider who you want to allocate access to and if required, give named individuals permission to:

- Approve apprentice and apprenticeship data
- Approve costs for training which are agreed with the training provider and sending employer
- Reconcile payments to and coming from training providers
- Sign the agreement with the Education and Skills Funding Agency (ESFA)

STAGE 1: Registering your organisation on the Apprenticeship Service

If you have all the relevant information required (Government Gateway login details and Companies House registration number) you can set up as a new user on the Apprenticeship Service [here](#).



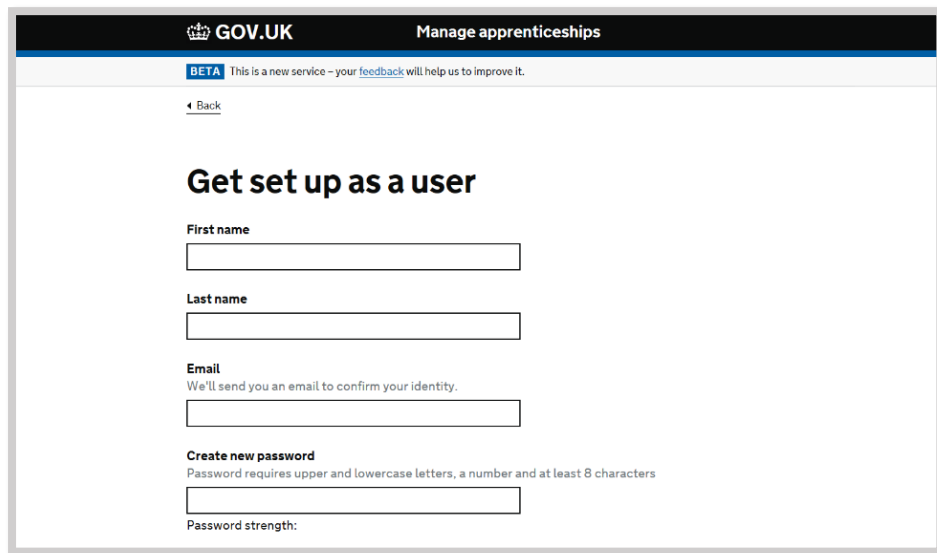
The screenshot shows the 'Manage apprenticeships' page on the GOV.UK website. The header includes the GOV.UK logo and the title 'Manage apprenticeships'. Below the header, there's a navigation bar with 'Your employer account' and a 'Help' link. The main content area is titled 'Create an account to manage apprenticeships'. It explains that users need to create or sign in to an apprenticeship account to get funding for training and assessment costs. A list of benefits includes getting apprenticeship funding, finding and saving apprenticeships, managing training providers, recruiting apprentices, and adding/managing apprenticeships. A green 'Create account >' button is at the bottom left, and a 'Help' button is at the bottom right.

For step by step instructions to set up your account please see the links below:

Video: [Register an Apprenticeship Service account](#)

Guide: [How to register and use the Apprenticeship Service as an employer](#)

Start the registration process by getting set up as a user.



The screenshot shows the 'Get set up as a user' registration form. At the top, there's a 'BETA' banner with a feedback link. Below it is a 'Back' link. The form title is 'Get set up as a user'. It contains four input fields: 'First name', 'Last name', 'Email', and 'Create new password'. The 'Email' field has a note: 'We'll send you an email to confirm your identity.' The 'Create new password' field has a note: 'Password requires upper and lowercase letters, a number and at least 8 characters'. Below the password field is a 'Password strength:' indicator.

If your organisation has already registered, please enter your email and password.

GOV.UK

Manage apprenticeships

BETA This is a new service – your [feedback](#) will help us to improve it.

[Back](#)

Have you used this service before?

☒ Yes, I've used this service before

☐ No, this is my first time

Continue

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Manage apprenticeships

BETA This is a new service – your [feedback](#) will help us to improve it.

[Back](#)

Sign in

Sign in or [create an account](#) to manage your apprenticeship funds.

Email address

Password

Sign in

[Forgotten your password?](#)

One you have signed in you will be presented with a screen similar to the one below with details specific to your organisation. From here you can navigate through you apprenticeships account.

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Manage apprenticeships

BETA This is a new service – your [feedback](#) will help us to improve it.

[Settings](#) [Sign out](#)

[Home](#) [Finance](#) [Apprentices](#) [Your team](#) [Your organisations and agreements](#) [PAYE schemes](#)

GENERAL PHYSICS (UK) LTD.

[Your team](#)

Control what your team can do and invite new team members.

[Your organisations and agreements](#)

Add your organisations that will make contracts with training providers.

[Apprentices](#)

Add apprentices, update details of existing apprentices and authorise payments to training providers.

[Finance](#)

View transactions and forecast your funds.

[PAYE schemes](#)

Add or remove PAYE schemes.

[Find apprenticeship training](#)

Search for apprenticeships and see details of approved providers who can deliver the training.

You can add and view members of your team.

GOV.UK

Manage apprenticeships

BETA This is a new service – your [feedback](#) will help us to improve it.

[Settings](#) [Sign out](#)

[Home](#) [Finance](#) [Apprentices](#) [Your team](#) [Your organisations and agreements](#) [PAYE schemes](#)

[Home](#) > [Your team](#)

Your team

Invite members, control what they can do, remove members and cancel or resend invitations.

Invite a new member

Name	What they can do	Status
Alison Pollitt apollitt@gpstrategies.com	Accept agreements, view information and manage PAYE schemes, organisations, apprentices and team members	Active View
Emma Tune etune@gpstrategies.com	Accept agreements, view information and manage PAYE schemes, organisations, apprentices and team members	Active View
Paul Cooper pcooper2@gpstrategies.com	Accept agreements, view information and manage PAYE schemes, organisations, apprentices and team members	Active View

If your company is made up of connected groups you can add each organisation as required.

The screenshot shows the 'Manage apprenticeships' page on GOV.UK. The breadcrumb trail is 'Home > Your organisations and agreements'. The main heading is 'Your organisations and agreements' with a green 'Add new organisation' button. Below this, it states: 'Add each organisation that will contract with your training providers. There is no restriction on the number of [connected organisations](#) if you can add.'

Organisation	Agreement	Spending status	
GENERAL PHYSICS (UK) LTD.	Signed by Alison Pollitt Signed on: 11/05/2017	Spending enabled	View

You must sign the agreement to allow apprenticeship funds to be used.

The screenshot shows the 'Your ESFA agreement' page for 'GENERAL PHYSICS (UK) LTD.'. The breadcrumb trail is 'Home > Your organisations and agreements > Your ESFA agreement'. The heading is 'Your ESFA agreement'. Below this, it states: 'This agreement allows you to spend funds for GENERAL PHYSICS (UK) LTD..'

Parties	
	THE SECRETARY OF STATE FOR EDUCATION ACTING THROUGH THE EDUCATION AND SKILLS FUNDING AGENCY AN EXECUTIVE AGENCY OF THE DEPARTMENT FOR EDUCATION Cheylesmore House Quinton Road Coventry

Once funds have entered your account, you will be able to review your transactions.

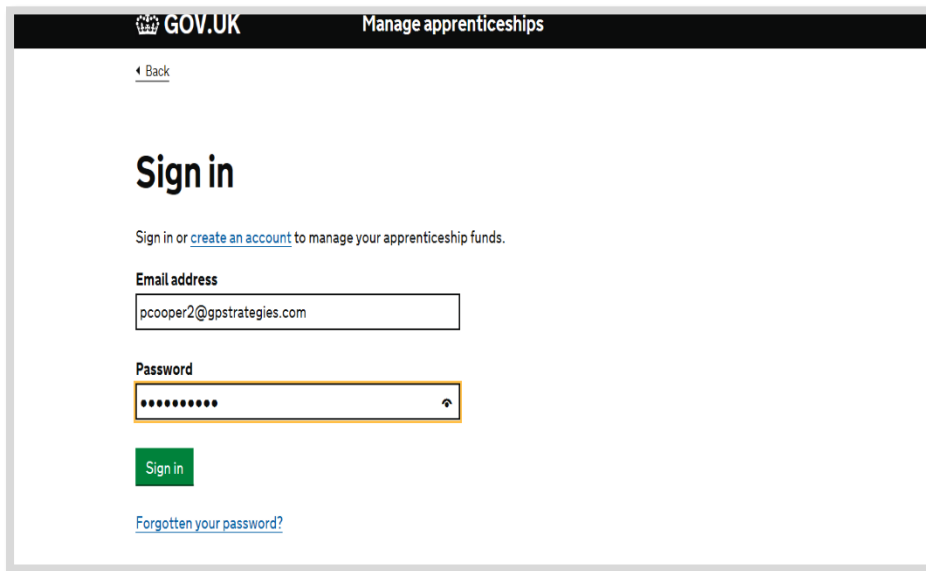
The screenshot shows the 'Your transactions' page. The breadcrumb trail is 'Home > Your transactions'. The heading is 'Your transactions'. Below this, it states: 'No funds will be paid into your account until May 2017.'

No transaction data exists for this account, please try again later.

Setting permissions for your training provider

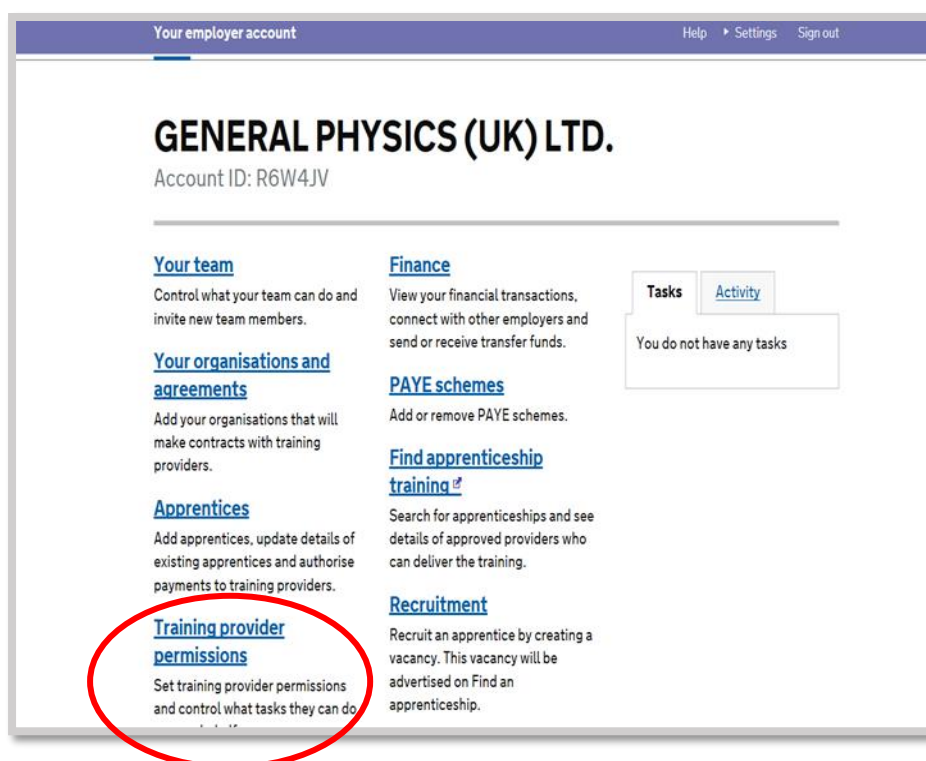
You can [add your training provider to your apprenticeship service account](#) using their name or UK provider reference number (UKPRN) and give them permission to manage tasks such as reserve funding (for employers with a wage bill under £3 million), add apprentice records and create new vacancies. Please note, final employer approval is required for all tasks.

To add your training provider, sign into your apprenticeship service account.



The screenshot shows the 'Sign in' page for the 'Manage apprenticeships' service on GOV.UK. The page has a black header with the GOV.UK logo and the text 'Manage apprenticeships'. Below the header, there is a 'Back' link. The main heading is 'Sign in'. Below this, there is a prompt: 'Sign in or [create an account](#) to manage your apprenticeship funds.' There are two input fields: 'Email address' with the value 'pcooper2@gpstrategies.com' and 'Password' with masked characters. A green 'Sign in' button is below the password field. At the bottom, there is a link for 'Forgotten your password?'.

From the home page, select **Training provider permissions**.



The screenshot shows the 'Your employer account' page for 'GENERAL PHYSICS (UK) LTD.' with Account ID: R6W4JV. The page has a purple header with 'Your employer account', 'Help', 'Settings', and 'Sign out'. The main content area is divided into two columns. The left column contains links for 'Your team', 'Your organisations and agreements', 'Apprentices', and 'Training provider permissions' (which is circled in red). The right column contains links for 'Finance', 'PAYE schemes', 'Find apprenticeship training', and 'Recruitment'. A 'Tasks' tab is active, showing 'You do not have any tasks'.

If the provider name is not showing the employer will need to add GP Strategies.

The screenshot shows the 'Training provider permissions' page. At the top, there's a header with the GOV.UK logo and 'Manage apprenticeships'. Below that, a navigation bar includes 'Your employer account' and links for 'Help', 'Settings', and 'Sign out'. A secondary navigation bar lists 'Home', 'Finance', 'Recruit', 'Apprentices', 'Your team', 'Your organisations and agreements', and 'PAYE schemes'. The main content area has a breadcrumb 'Home > Training provider permissions' and a title 'Training provider permissions'. A sub-header explains: 'Set permissions for what you want training providers to do on your behalf. You can select from those you've previously worked with, or find a new one.' Below this is a green button 'Add a new training provider'. Further down, a section titled 'Your training providers' contains a table with two columns: 'Training providers' and 'Permissions'. The table has one row for 'GP STRATEGIES TRAINING LIMITED' with 'Permissions set' in the second column and a link 'Set permissions'.

GOV.UK Manage apprenticeships

Your employer account Help Settings Sign out

Home Finance Recruit Apprentices Your team Your organisations and agreements PAYE schemes

Home > Training provider permissions

Training provider permissions

Set permissions for what you want training providers to do on your behalf. You can select from those you've previously worked with, or find a new one.

Add a new training provider

Your training providers

Training providers	Permissions
GP STRATEGIES TRAINING LIMITED	Permissions set Set permissions

Select **yes** to create a cohort and then **set permissions**.

The screenshot shows the 'Set permissions' page. It has the same header and navigation as the previous page. A breadcrumb 'Back' is visible. The title is 'Set permissions'. The sub-header reads: 'Set permissions for GP STRATEGIES TRAINING LIMITED to do tasks on behalf of GENERAL PHYSICS (UK) LTD.?'. Below this, a section titled 'Permissions' contains a form with a label 'Create cohort' and two radio buttons: 'Yes' (which is selected) and 'No'. At the bottom of this section is a green button 'Set permissions'.

GOV.UK Manage apprenticeships

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Set permissions

Set permissions for GP STRATEGIES TRAINING LIMITED to do tasks on behalf of GENERAL PHYSICS (UK) LTD.?

Permissions

Create cohort ☒ Yes ☐ No

Set permissions

STAGE 2: Reserving apprenticeship funding for a new start

Reserving apprenticeship funding: Background

- Mandatory for all non-levy apprenticeship starts managed through the apprenticeship service
- Funding is only available where a reservation has been made
- Can only be made against apprenticeship standards
- Not required for transfer funded apprenticeships
- Employers can delegate the data entry to their training provider
- Employers can use their reservations with different providers if they choose

Employers can grant the provider the permission to reserve apprenticeship funding on their behalf via the 'Provider Permissions' section on their account.

What is needed to reserve funding?

Information required to reserve funding

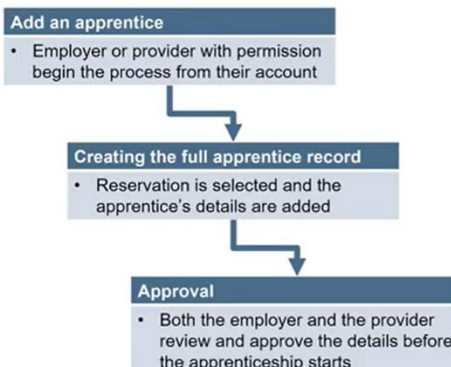
- The apprenticeship expected start month
- Apprenticeship Standard

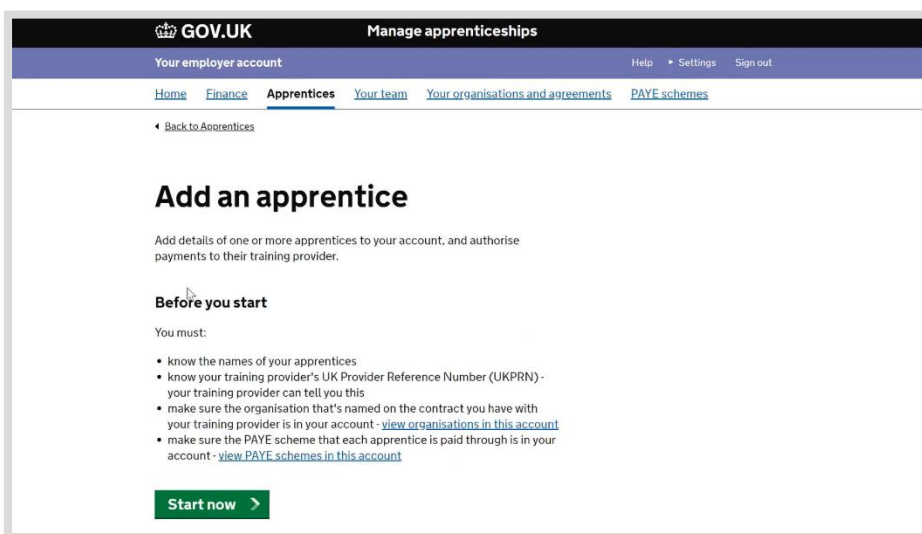
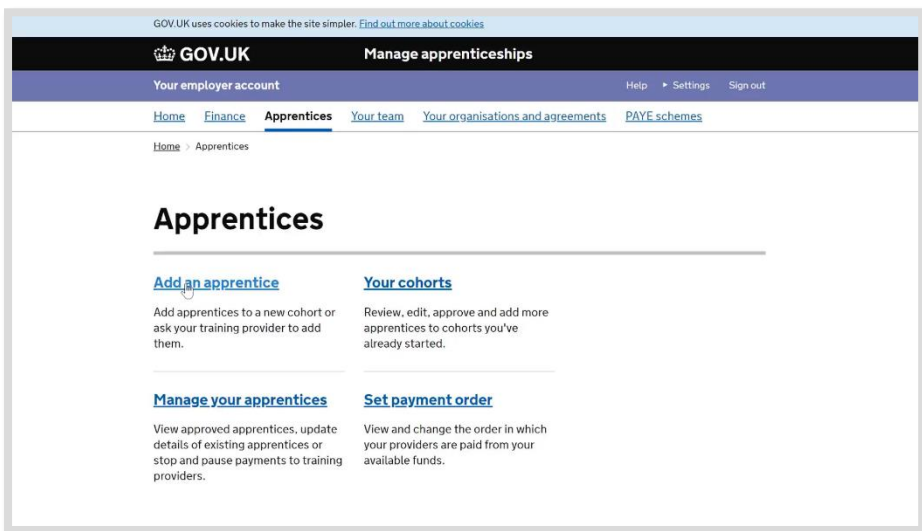
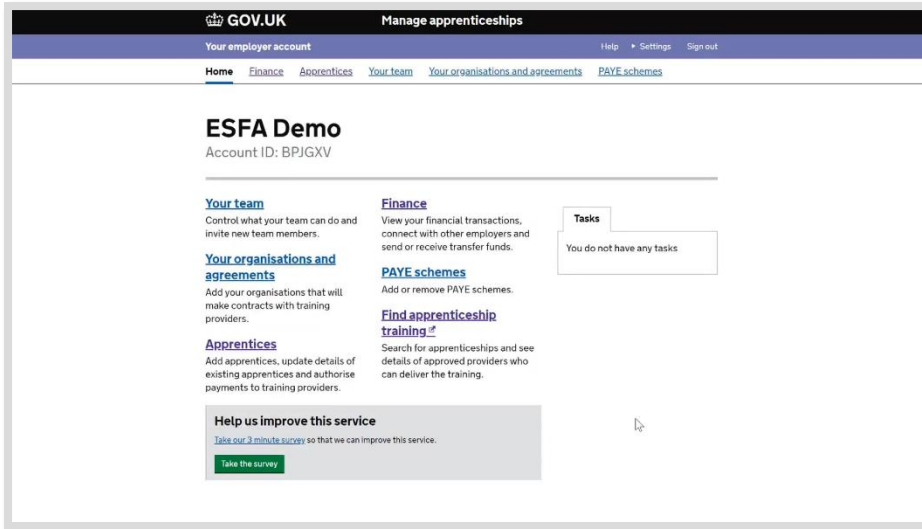
The screenshot shows the 'Manage apprenticeships' page on GOV.UK. The page has a navigation bar with links: Home, Finance, Recruitment, Your funding reservations, Apprentices, Your team, and More. The main heading is 'When will the apprentice start their apprenticeship training?'. Below this, it says 'The apprentice can start their apprenticeship training anytime in the month you choose, or the following 2 months.' There are three radio button options: 'January 2020', 'February 2020', and 'March 2020'. The 'March 2020' option is selected. At the bottom, there is a green button labeled 'Save and continue'.

STAGE 3: Adding an apprentice to The Apprenticeship Service

Adding apprentice details

A full apprentice record needs to be created to enable provider payments





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Manage apprenticeships

Your employer account

Help Settings Sign out

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[Back to Apprentices](#)

Choose organisation

Which organisation is named on the contract with the training provider for the apprentices you'd like to add?

☐ ESFA 1

☐ ESFA 2

☐ ESFA 3

☐ ESFA 4

[What is a contract for services?](#)

Continue

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Add training provider details

UK Provider Reference Number

[What is a UK Provider Reference Number?](#)

Continue

Please note: The UKPRN for GP Strategies Training Limited is **10036952**

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Confirm training provider

UK Provider Reference Number '10022856' matches:

A Training Provider

UKPRN: 10022856

Is this the main provider of the apprenticeship training?

☒ A Training Provider

☐ No, change UK Provider Reference Number

Continue

The screenshot shows the 'Manage apprenticeships' page on the GOV.UK website. The header includes the GOV.UK logo, the page title 'Manage apprenticeships', and links for 'Your employer account', 'Help', 'Settings', and 'Sign out'. A navigation bar contains links for 'Home', 'Finance', 'Apprentices' (which is highlighted), 'Your team', 'Your organisations and agreements', and 'PAYE schemes'. Below the navigation bar is a link to 'Back to Apprentices'. The main heading is 'Start adding apprentices'. The text explains that users can add details themselves or ask their training provider. It then presents two radio button options: 'I will add apprentices' and 'I would like my provider to add apprentices'. A green 'Continue' button is located below these options.

We would recommend you give us permission to add your apprentices, by selecting **I would like my provider to add apprentices**.

If you choose to add the details yourself, you can do so by starting to create a cohort. See instructions below.

The screenshot shows the 'Review your cohort' page on the GOV.UK website. The header and navigation bar are identical to the previous screenshot. Below the navigation bar is a link to 'Back'. The main heading is 'Review your cohort'. There are three colored boxes displaying statistics: a blue box for 'Apprentices' with the number '0', a purple box for 'Incomplete records' with the number '0', and a pink box for 'Total cost' with the value '£0'. Below these boxes, the 'Training provider' is listed as 'A Training Provider' with a 'Status' of 'New request'. A 'Message' section shows 'No message added'. At the bottom, there are two buttons: a green 'Save and continue' button and a grey 'Add an apprentice' button.

If you don't know all the details, fill in what you can. As a minimum you will need to add the **apprentices name** and **date of birth**.

You may also be able to add information such as - the estimated start month of the apprenticeship, and the name of the apprenticeship standard they will be working towards.

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Manage apprenticeships

Your employer account

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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

Bob

Last name

Date of birth

For example, 08 12 2001

Day Month Year

Your employer account

Help Settings Sign out

06 2018

Planned training finish date

For example, 02 2019

Month Year

10 2019

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

£ 20000

Reference (optional)

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

Bob Smith

Bob Smith

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.

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Manage apprenticeships

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Warnings for your attention

[Cost for Advanced Carpentry and Joinery, Level: 3 \(Standard\)](#)

Review your cohort

1

Apprentice

0

Incomplete records

£20,000

Total cost

Training provider: A Training Provider

Status: New request

Message:

No message added

Your employer account

HelpSettingsSign out

No message added

Status: New request

Save and continue

Add an apprentice

1 x Advanced Carpentry and Joinery, Level: 3 (Standard)

Training code: 240

1 apprenticeship above funding band maximum

The costs are above the £9,000 maximum value of the funding band for this apprenticeship. You'll need to pay the difference directly to the training provider - this can't be funded from your account.

Name	Unique learner number	Date of birth	Training dates	Cost
Bob Smith	-	1 Jan 2000	June 2018 to October 2019	£20,000 Edit

Delete cohort

Your employer account

HelpSettingsSign out

No message added

Status: New request

Save and continue

Add an apprentice

1 x Advanced Carpentry and Joinery, Level: 3 (Standard)

Training code: 240

1 apprenticeship above funding band maximum

The costs are above the £9,000 maximum value of the funding band for this apprenticeship. You'll need to pay the difference directly to the training provider - this can't be funded from your account.

Name	Unique learner number	Date of birth	Training dates	Cost
Bob Smith	-	1 Jan 2000	June 2018 to October 2019	£20,000 Edit

Delete cohort

GOV.UK

Manage apprenticeships

Your employer account

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[PAYE schemes](#)

Back to Apprentices

Choose an option

☐ Approve and send to training provider

☐ Send to training provider to review or add details

☐ Save but don't send to training provider

Continue

[Cancel](#)

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Manage apprenticeships

Your employer account

Help ▸ Settings Sign out

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[◀ Back to Apprentices](#)

Choose an option

☒

Approve and send to training provider

☐

Send to training provider to review or add details

☐

Save but don't send to training provider

Continue

Cancel

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Message for your training provider

Let A Training Provider know what you'd like them to do next.

Message (optional)

Please approve

Send

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[◀ Back to Apprentices](#)

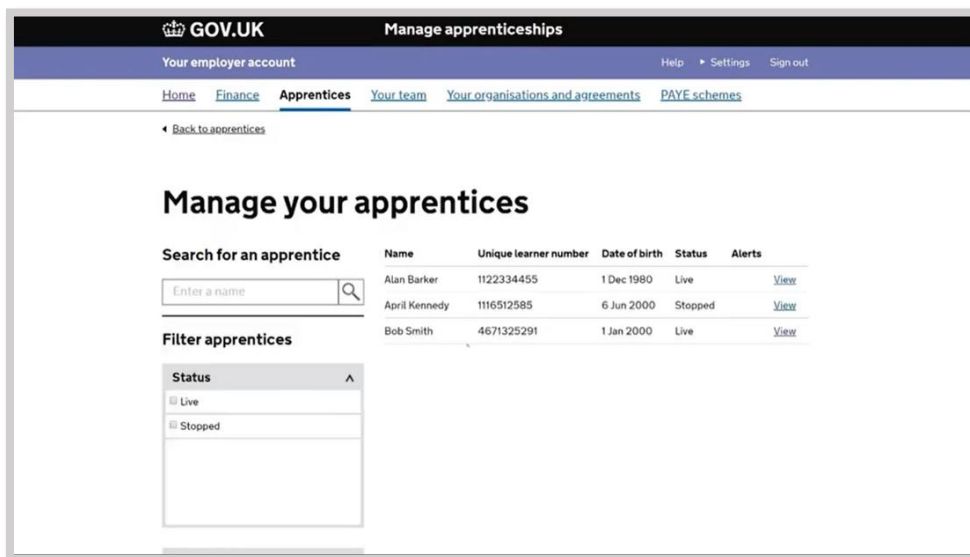
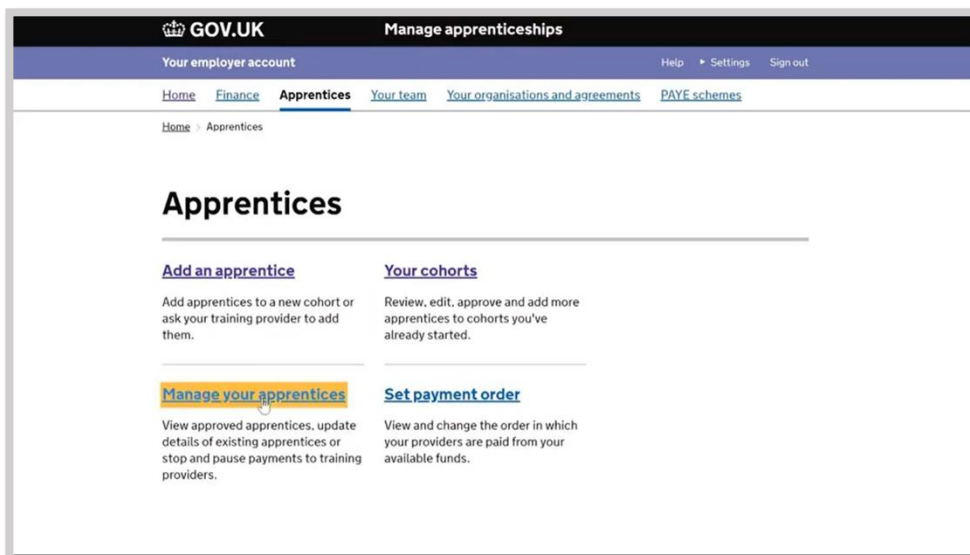
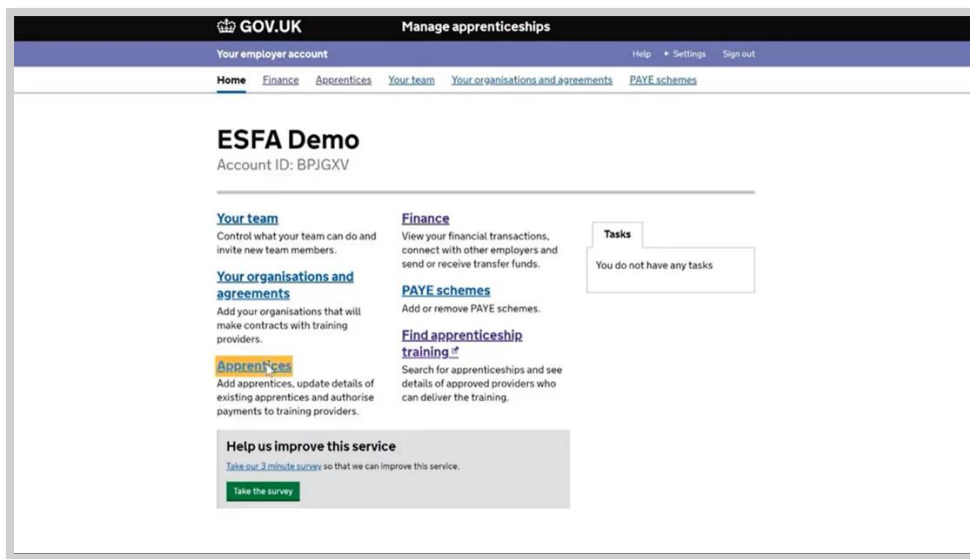
Cohort approved and sent to training provider

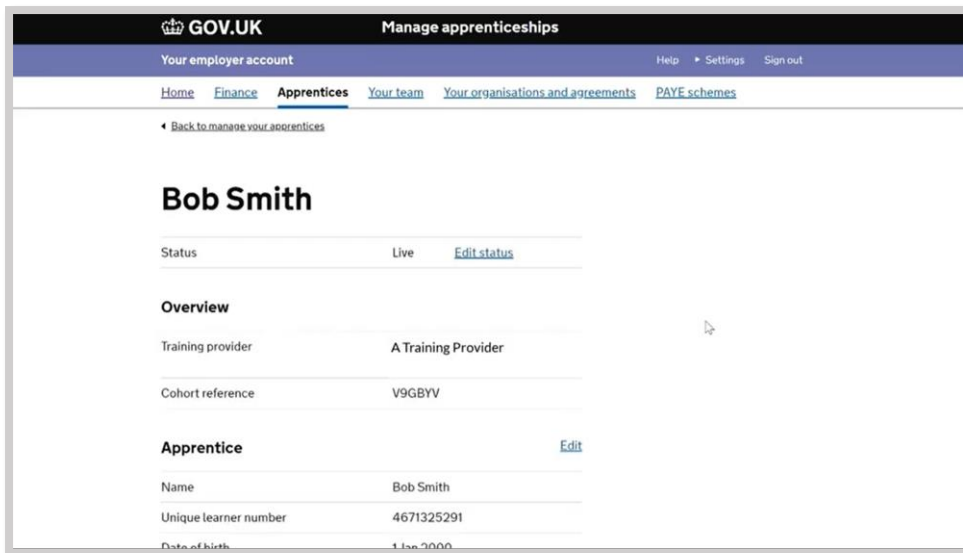
Cohort reference	V9GBYV
Sent to	A Training Provider
On behalf of	ESFA 1
Message	Please approve

What happens next?

Your training provider will review your cohort and either confirm the information is correct or contact you to suggest changes.

[Return to Your cohorts](#)



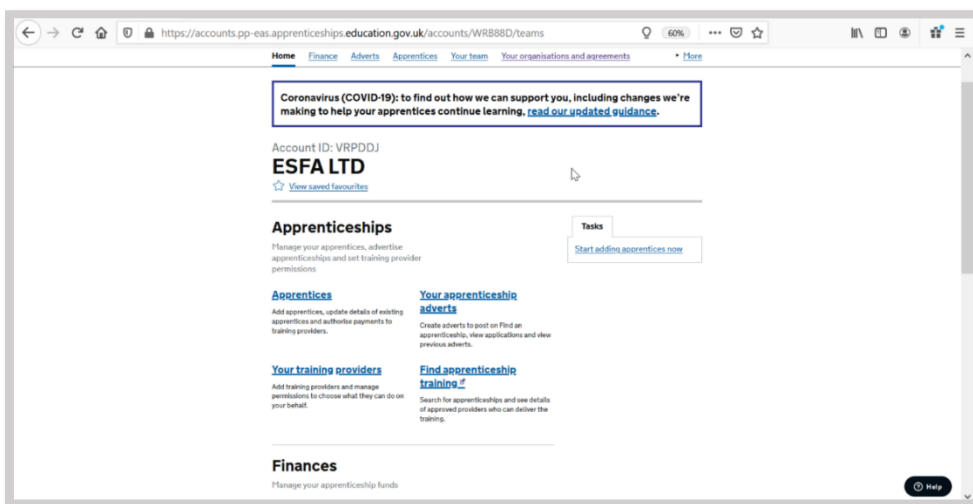


STAGE 4: How to apply for an incentive payment for hiring a new apprentice

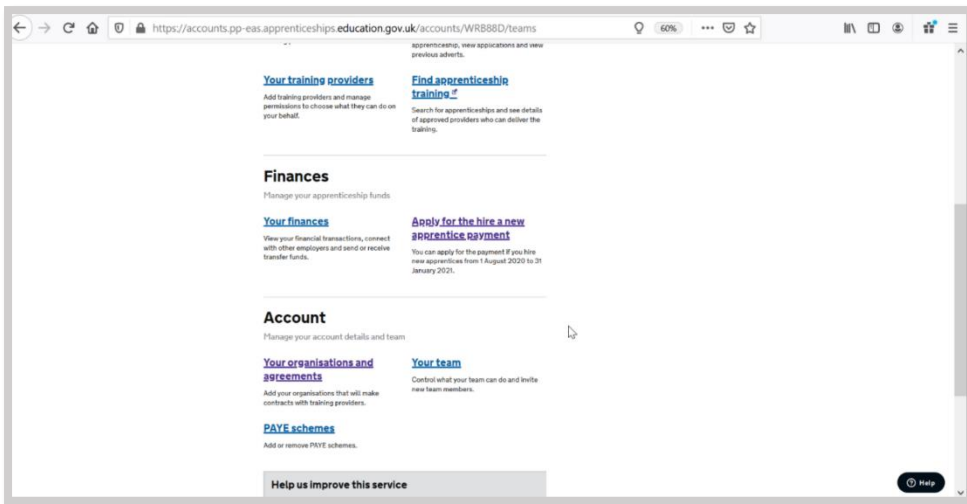
NOTE: This is for all apprentice new hires with a contract and apprenticeship start date between 1st August 2020 and 31st January 2021.

- Incentive payments can be made retrospectively but MUST be made by the 30th April 2021.
- Before you can move forward with this, you need to make sure you have signed the most up to date Apprenticeship Service declaration.
- Only you the employer can make the application for the apprenticeship incentive. We as the training provider cannot do this on your behalf.

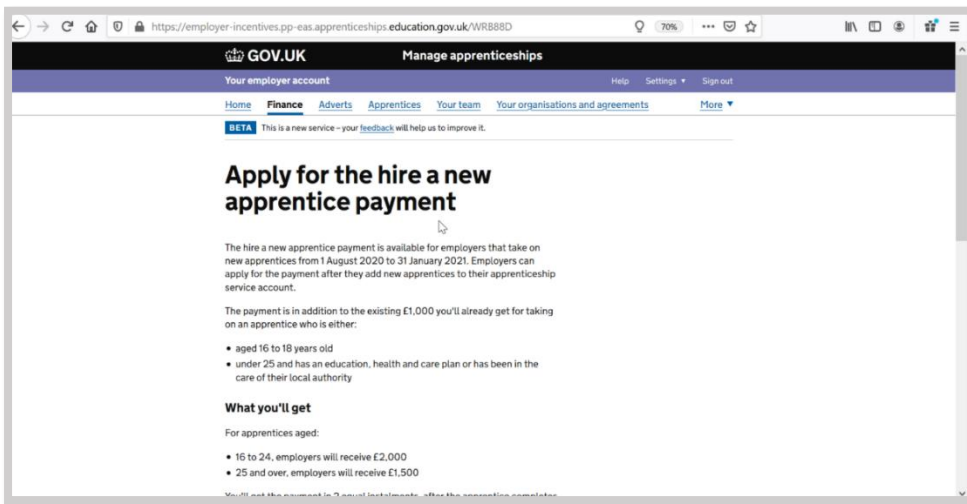
Scroll to the **Finances** section on the home page.



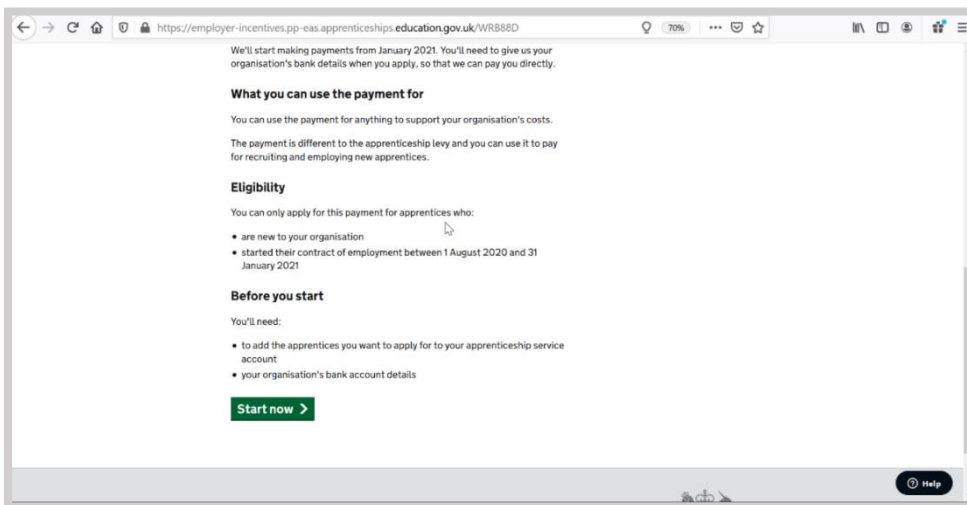
Click on **Apply for the hire a new apprentice payment**.



Read the guidance and information carefully to check that you are eligible for the incentive.



Click **Start now**.



Click **Yes** and **Continue**.

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BETA This is a new service – your [feedback](#) will help us to improve it.

[Back](#)

Have you taken on new apprentices who started their contract of employment between 1 August 2020 and 31 January 2021?

You can only apply for new employees who joined your organisation between 1 August 2020 and 31 January 2021.

☒ Yes ☐ No

[Continue](#)

[Help](#)

Select the apprentices you want to apply for. Remember, you can only apply for the apprentices who started their contract of employment from 1st August 2020 to 31st January 2021.

NOTE: The ESFA may audit this at random, and you would be expected to provide the necessary evidence to prove this.

Select the apprentices you want to apply for

Choose from the apprentices in your apprenticeship service account with a planned start date from 1 August 2020.

You cannot view any apprentices that you've already applied for.

You must only select apprentices who started their contract of employment with your organisation from 1 August 2020 to 31 January 2021.

Select all that apply

- ☒ Greg Barnes
Software tester, Level: 4 (Standard)
- ☒ John Drinkwater
Software tester, Level: 4 (Standard)
- ☐ Jon Eddyslaw
Software tester, Level: 4 (Standard)
- ☐ Paul Graham
Software tester, Level: 4 (Standard)
- ☐ Jas Johal
Software tester, Level: 4 (Standard)
- ☐ Usman Khan
Software tester, Level: 4 (Standard)
- ☐ [Partially visible]

[Help](#)

Check the summary screen to make sure only eligible apprentices are listed and confirm.

Confirm your apprentices

Your payment amount may change if an apprentice has their 25th birthday before they start their apprenticeship.

Name of apprentice	Course name	Payment amount
Greg Barnes	Software tester, Level: 4 (Standard)	£2,000
John Drinkwater	Software tester, Level: 4 (Standard)	£1,500
Total amount		£3,500

! All apprentices must have started their contract of employment between 1 August 2020 and 31 January 2021.

Read the declaration and then click **Confirm and Submit**.

Declaration

You are about to submit your application for the hire a new apprentice payment.

By submitting this application, you declare that:

- all the information in this application is correct
- all the apprentices in this application are new employees who started their contract of employment between 1 August 2020 and 31 January 2021
- you understand that your organisation must tell Education and Skills Funding Agency about any change to any of the information provided
- you have read and understood the agreement
- you understand that if you have provided any inaccurate or misleading information, you may have to repay any relevant hire a new apprentice payments

Confirm and submit

You will then be directed to begin adding your company and bank details into the system. You can either do this now or save and add these details at a later date. If you don't have the details to hand you will be directed to an 'Application Saved' screen.

We need your organisation's bank details

You must add your organisation's bank details, so that we can make the hire a new apprentice payment.

You'll need to give us your organisation's:

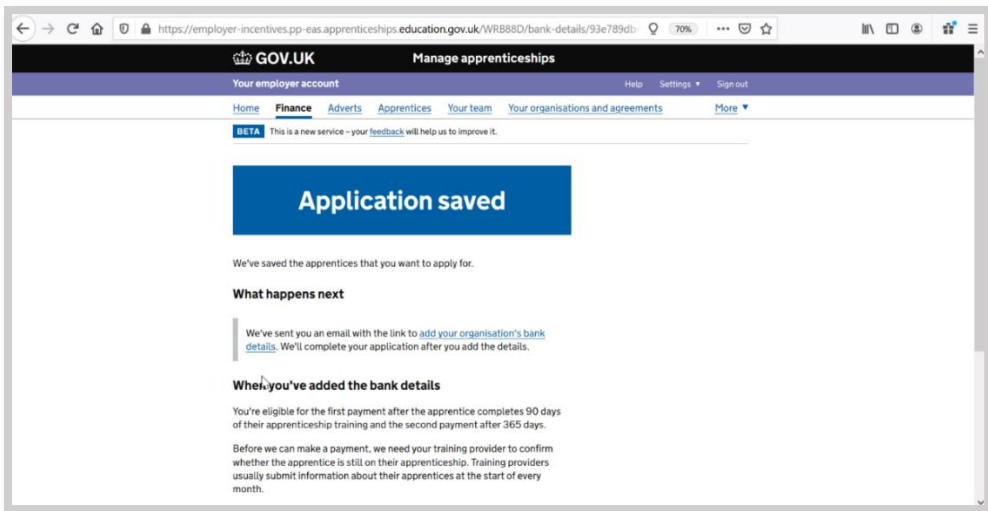
- legal name, registered address and contact details
- Companies House number (if your organisation has one)
- remittance email address
- finance director or finance lead's contact details
- bank account details

Can you add your organisation's bank details now?

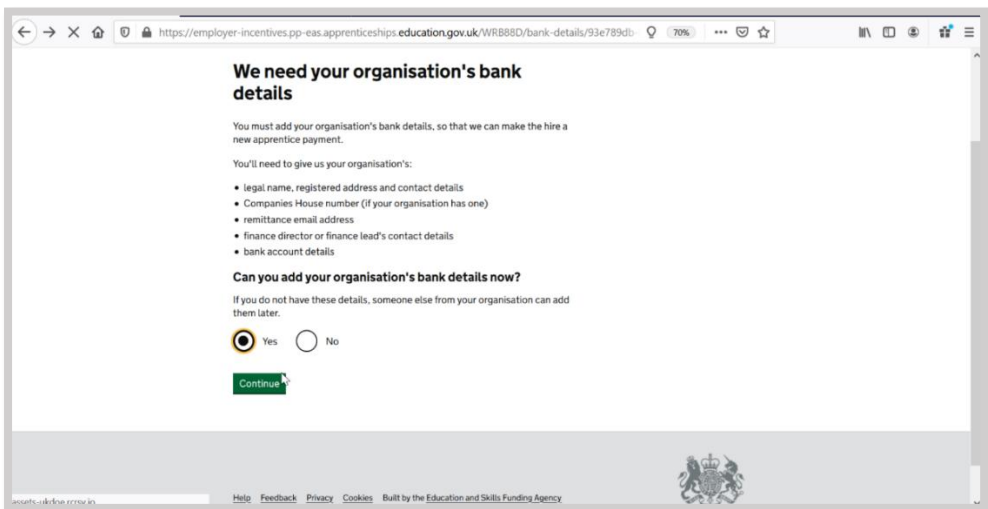
If you do not have these details, someone else from your organisation can add them later.

☐ Yes ☒ No

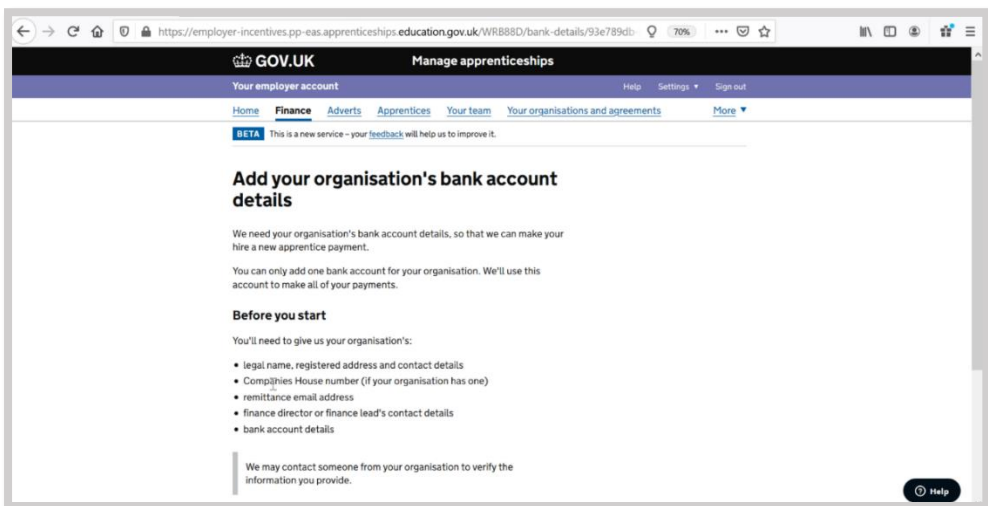
Continue



If you do have your bank details available, you can complete these now. Click **Yes** and **Continue**.
NOTE: You can only use one set of bank details per Apprenticeship Service account.



Before you start, make sure you have all the information you will need to hand. Click **continue**.



Home Finance **Adverts** Apprentices Your team Your organisations and agreements More

BETA This is a new service - your [feedback](#) will help us to improve it.

Add your organisation's bank account details

We need your organisation's bank account details, so that we can make your hire a new apprentice payment.

You can only add one bank account for your organisation. We'll use this account to make all of your payments.

Before you start

You'll need to give us your organisation's:

- legal name, registered address and contact details
- Companies House number (if your organisation has one)
- remittance email address
- finance director or finance lead's contact details
- bank account details

We may contact someone from your organisation to verify the information you provide.

[Continue](#) [Help](#)

You will be directed to a new set of screens requesting information about your organisation and bank details. Click **continue**.

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BETA This is a new service - your [feedback](#) will help us improve it.

Provide organisation information about your banking and payments to DfE

[Introduction](#) [Organisation details](#) [Non banking information](#) [Bank details](#)

[Form submitter details](#) [Summary](#)

You can use this service to add or change your organisation's details. We'll use these details to make payments to your organisation, or if we need to contact you.

If you have any queries please contact the DfE Standing Data team directly by emailing DfE-StandingData@education.gov.uk

[Continue](#)

- Add your organisation's name – ensuring you use the legal entity.
- Add your organisation's telephone number. (The preference is to include a landline number. Do not include any spaces in the telephone number. Failing this you can include a mobile phone number).

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BETA This is a new service - your [feedback](#) will help us improve it.

Provide organisation information about your banking and payments to DfE

[Introduction](#) **[Organisation details](#)** [Non banking information](#) [Bank details](#)

[Form submitter details](#) [Summary](#)

Provide organisation details

Organisation name

Is this your organisation's legal name?

☐ Yes ☐ No

Telephone number

[Help with telephone number](#)

Does your organisation have a Companies house number?

☐ Yes ☐ No

Is your organisation registered for VAT in the UK?

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Provide organisation information about your banking and payments to DfE

Introduction Organisation details Non-banking information Bank details

Form submitter details Summary

Provide organisation details

Organisation name

ESFA Ltd

Is this your organisation's legal name?

☒ Yes ☐ No

Telephone number

Does your organisation have a Companies house number?

☐ Yes ☒ No

Is your organisation registered for VAT in the UK?

☐ Yes ☒ No

If you have one, add your organisation's Companies House Number and VAT number.

Does your organisation have a Companies house number?

☒ Yes ☐ No

Companies house number

1234567

Is your organisation registered for VAT in the UK?

☐ Yes ☒ No

Does your organisation meet the criteria for a small and medium-sized enterprise (SME)?

☐ Yes ☒ No

UKPRN (optional)

DUNS number (optional)

Continue

Back

Confirm whether you are an SME or not and add a UKPRN (ONLY if you are an employer-provider) and DUNS number (only if you have one).

Is your organisation registered for VAT in the UK?

☐ Yes ☒ No

Does your organisation meet the criteria for a small and medium-sized enterprise (SME)?

☐ Yes ☒ No

UKPRN (optional)

DUNS number (optional)

Continue

Back

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Select **continue**.

Is your organisation registered for VAT in the UK?

☐ Yes ☒ No ✓

▶ My organisation is registered for VAT overseas

Does your organisation meet the criteria for a small and medium-sized enterprise (SME)?

☐ Yes ☒ No ✓

▶ Help with SMEs

UKPRN (optional)

▶ Help with UKPRN

DUNS number (optional)

▶ What is a DUNS number?

Continue

Back

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Now add further address information.

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Provide organisation information about your banking and payments to DfE

Introduction Organisation details **Non-banking information** Bank details

Form submitter details Summary

Address details

Do you have a UK address?

☒ Yes ☐ No ✓

Provide your organisation's registered address

Where your organisation is registered at Companies House enter your registered Companies House address.

Where your organisation is not registered at Companies House enter the address where your bank account is registered.

Address line 1

Address line 2 (optional)

Do you have a UK address?

☒ Yes ☐ No ✓

Provide your organisation's registered address

Where your organisation is registered at Companies House enter your registered Companies House address.

Where your organisation is not registered at Companies House enter the address where your bank account is registered.

Address line 1

Cheshmore House ✓

Address line 2 (optional)

5 Quinton Rd ✓

Town or city

Coventry ✓

County (optional)

Postcode

CV1 2WT ✓

Remittance details

Remittance email

Where inputting email addresses we ask you use generic work emails where possible and avoid personal work or personal non-work emails.

CV1 2WT

Remittance details

Remittance email
Fin.Team@esfa.com

[Help with remittance email](#)

Your organisation's finance director or lead
Provide the name and email address of your organisations' finance director or lead.

Full name

Email address

[Help with email address](#)

[Continue](#)

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Select the type of bank account applicable to your organization, then click **continue**.

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Provide organisation information about your banking and payments to DfE

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[Form submitter details](#) [Summary](#)

Bank details

Select the type of bank account applicable to your organisation

☐ UK bank account

☐ Non-UK bank account

[Continue](#)

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Complete your bank details, and then click 'add bank details'.

Bank details

Select the type of bank account applicable to your organisation

☒ UK bank account

☐ Non-UK bank account

Name of bank
Natwest

Bank account name
AN Other

Account number
22345610

Sort code
000004

[Add bank details](#)

IBAN (optional)

SWIFT code (optional)

[Continue](#)

https://dfeuat.achieveservice.com/service/provide-organisation-information?journey=new&return=http://

Select the type of bank account applicable to your organisation

☒ UK bank account ✓

☐ Non-UK bank account

Name of bank
Natwest ✓

Bank account name
AN Other ✓

Account number
22345610 ✓

Sort code
000004 ✓

[Add bank details](#) ○

IBAN (optional)
✓

SWIFT code (optional)
✓

[Continue](#)

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You will now need to add the details of the individual completing this form on behalf of your organisation. In this instance you can use a personal work email address for yourself.

about your banking and payments to DfE

[Introduction](#) [Organisation details](#) [Non-banking information](#) [Bank details](#)

[Form submitter details](#) [Summary](#)

Form submitter details

In order to submit this form to the DfE Standing Data team you will need to provide us with your personal details (used for reference only).

First name
T

Surname

Email address

[Help with email address](#)

Is this a generic email address?

☐ Yes ☐ No

[Help with generic email address](#)

Telephone number

[Additional comments \(optional\)](#)

Once completed, click **continue**.

https://dfeuat.achieveservice.com/service/provide-organisation-information?journey=new&return=http://

Jones ✓

Email address
j.jones@esfa.com ✓

[Help with email address](#)

Is this a generic email address?
☐ Yes ☒ No ✓

[Help with generic email address](#)

Telephone number
0781987645 ✓

[Additional comments \(optional\)](#)

Other comments

989 characters left of 1000

[Continue](#)

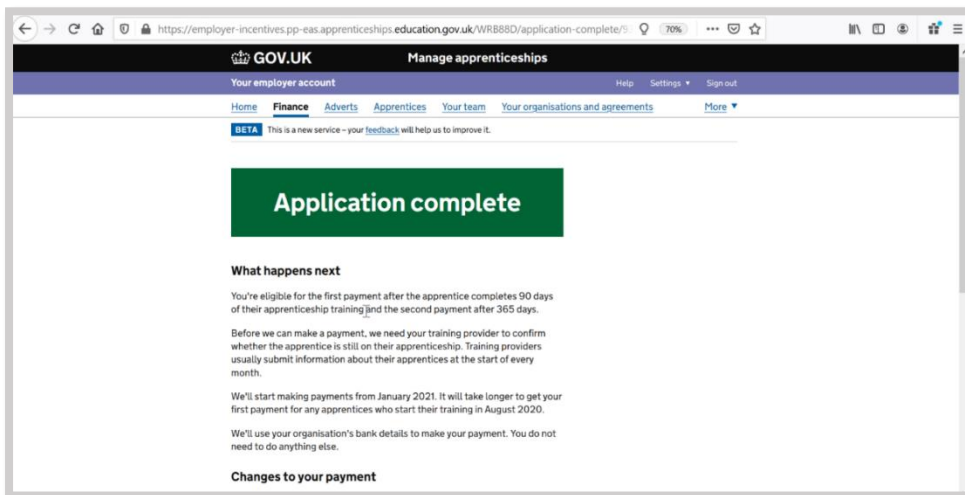
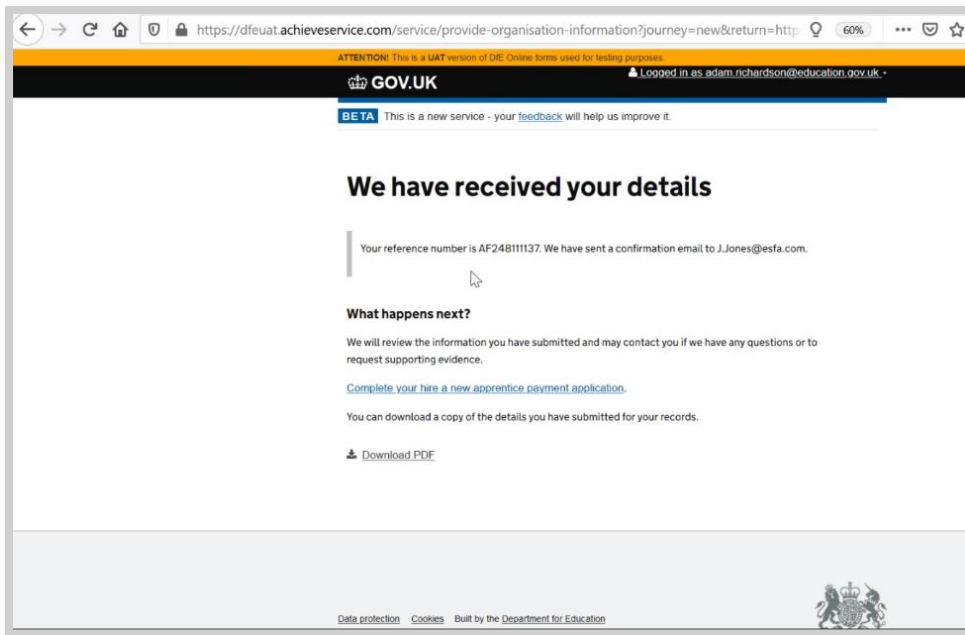
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Review the summary page of all information completed to date.



- Payment of the incentive is made in two equal instalments.
- The first is made when the apprentice has been on programme for over 90 days – starting with the first payment from January 2021.
- The second half of the payment is made when the apprentice has been on programme for over 365 days.
- For example, September incentive applications will be made in January 2021.

Useful links

<https://www.gpstl-apprenticeships.co.uk/employer/funding-incentives.shtml>

<https://www.gov.uk/guidance/pay-apprenticeship-levy>

<https://www.gov.uk/government/publications/apprenticeship-technical-funding-guide>

Need help?

If you have any questions or need further support setting up the system, please call our employer registration team on 0330 1000 610 or email apprenticeshipsuk@gpstrategies.com.