

GUIDE TO GETTING STARTED WITH AN APPRENTICESHIP SERVICE ACCOUNT

From 1 April 2021, all employers working with Kirklees College will need to set up an Apprenticeship Service Account. This is a simple guide which explains step by step how to create your account. Our teams at the college are also on hand to support you through the process.

By using this account, you will be able to access the new Government incentives which start at £3,000 for taking on an apprentice of any age!

Alongside this guide, you can access a step by step video [here](#).

GETTING STARTED

1. Create Your Account

In order to create your Apprenticeship Service Account, you will need to visit [here](#).

This will take you to the .GOV page which explains how to complete registration step by step. You will need to enter your name, email address and create a password. Once complete, the service will send you a unique code for you to confirm and complete the account set up.

2. Add a Pay As You Earn (PAYE) Scheme

It is important to note that any individuals adding a PAYE Scheme to an Apprenticeship Service Account, and/or accepts the employer agreement, must have authority to do so on behalf of the organisation.

In order to add a PAYE Scheme, you will have the option of registering it using either your Government Gateway ID, or your PAYE Reference Number, along with your Account Office Reference Number.

If you choose to use your Government Gateway credentials, you will be taken to the HMRC Government Gateway site where you will be asked to sign in with your Government Gateway login. Once you enter your Gateway ID and password, you will be sent a six-digit access code via text which you will need to enter into the access code box.

Once complete, the service will complete a check and where there is a match, the organisation's details will be displayed for the user to confirm. If these details are incorrect, or if there is no match, the user will be able to search for their organisation against Companies House, the Charities Commission of the Office for National Statistics.

If you believe the organisation's details are still incorrect, you will need to amend your records with the body they were initially registered with e.g. Companies House. Once you have checked the details are correct, you can then move on to accepting the employer agreement.

UKPRN number: Kirklees College's number is 10003189

3. The Employer Agreement

You're almost registered! You will now need to accept the employer agreement before accessing the homepage. Until this has been accepted, you will not have full use of the account and its benefits. You can download the employer agreement as a PDF if you wish.

Once you have read and understood the agreement, you can accept it to be directed to your Apprenticeship Service Account homepage.

4. Apprenticeship Service Account Homepage

Now that you have registered, you will have access to the following via your homepage:

- Access to view and manage apprenticeship funding
- Where eligible, receive a transfer of apprenticeship funds
- Advertise vacancies on the 'Find an apprenticeship' website. This is the main national site applicants visit to view available apprenticeship vacancies
- Search for a breadth of apprenticeship courses and approved training providers
- Select the college or training provider you wish to use
- Select a suitable End-Point Assessment (EPA) organisation. The EPA is now a vital part of all apprentices learning. It is their final assessment required to pass their apprenticeship

- Provide feedback on apprenticeship training
- Provide permission for colleges or training providers to carry out some tasks on your behalf

Our Employer Engagement Team is on hand to provide support and guidance where needed. Please feel free to contact us at **employers@kirkleescollege.ac.uk** or on **01484 437000**.

The Education and Skills Funding Agency (ESFA) have also created video tutorials to guide employers through setting up and navigating their Apprenticeship Service Account:

- What information is required to set up an account?: <https://youtu.be/A787pMS6xkw>
- How to set up an account: <https://youtu.be/ZHRxyem8hU>
- How to add an apprentice to your account: <https://youtu.be/XMgLFfGK0iM>
- How to add an apprentice funded by a transfer: <https://youtu.be/4jcUqiStyA4>
- Apply for an incentive payment for hiring a new apprentice: <https://youtu.be/CM1gpZs1N4I>

For additional information and support, visit the Apprenticeship Service guidance page: www.gov.uk/guidance/manage-apprenticeship-funds

Alternatively, contact the Apprenticeship Service via phone **08000 150 600** or email the service at **helpdesk@manage@apprenticeships.service.gov.uk**.

