

HOW TO ACTIVATE YOUR INCENTIVE PAYMENT

This info sheet has been designed to help employers activate their **£3,000** incentive payment. Please note, if you have employed an apprentice aged 16-18, the additional £1,000 incentive will be paid to you directly once Kirklees College receives the payment from the ESFA.

Once your apprentice has been enrolled by Kirklees College, you can apply for the grant through your Apprenticeship Service Account (further guidance on setting up your account can be found [HERE](#)).

Below you will find step by step instructions. Please also see this video from the ESFA Gov YouTube channel with instructions on applying for the payment: [Click here to watch a how to apply video on the ESFA Gov YouTube channel.](#)

FIRSTLY, LOG INTO YOUR APPRENTICESHIP SERVICE ACCOUNT [HERE](#)

You will then need to take the following steps:

- Scroll down on the home page and select 'Your hire, a new apprentice payment applications'
- Click on 'Apply for the hire a new apprentice payment'
- Read details and select 'Start now'
- Select the correct legal entity you are claiming for. If you have more than one organisation in your account, select the apprentice's employer (if you only have a single organisation this step will be skipped). Click 'Continue'.
- You will be asked to confirm 'Have you taken on new apprentices who started their contract of employment between 1st April 2021 and 30th September 2021?' If this is true, select 'Yes' and click 'Continue'
- Select the apprentices to claim the payments from the list of tick boxes. The boxes will only appear if correct live records for the apprentices are on the system. Once selected, click 'Continue'.
- Confirm the apprentice(s) details are correct.

- Confirm you are claiming these payments legally and in accordance with funding rules and regulations
- You will then be taken to a screen that asks you if you can enter the bank details for your organisation.
- If you cannot do this now select 'No'. Go into the "Your hire a new apprentice payment applications" section and add bank detail information later in the "Add organisation and finance details" > "add bank account details" sections.
- If you can enter bank details at this point, select 'Yes' and Click 'Continue'
- Provide correct organisation details and click 'Continue'
- Provide organisation's registered address detail and click 'Continue'
- Provide email for remittance and your organisation's finance director/lead detail and click 'Continue'
- Provide correct bank details for your organisation - if you are a large organisation with many subsidiaries, please ensure you use the main/head office bank details, as the same bank details will then be used for all companies within the organisation.
- Select 'Add bank details'.
- Provide all contact details and click 'Continue'.
- Review all the information and change it if necessary. You will also need to tick boxes with legal security statements.
- If all is correct, click 'Submit'. You will then receive a reference number and your application will be processed.
- You must click "Download pdf" to save the details you have submitted. This will be the only record on the system of these details and they cannot be retrieved at a later date.

CONTACT US

Email: employers@kirkleescollege.ac.uk

Alternatively, you can also contact the ESFA on the below details.

EDUCATION AND SKILLS FUNDING AGENCY (ESFA)

Email: helpdesk@manageapprenticeships.service.gov.uk

Tel: **08000 150 600** - Opening times 8am - 8pm Monday to Friday.

During their opening times you should receive a reply within four hours.