

DAS – EMPLOYER GUIDANCE

EMPLOYER SIGN-UP PROCESS IF SIGN-UP STARTED BY COLLEGE:

1. Email goes to employer
2. Employer clicks link and sets new password and populated
3. Employer reads ESFA Agreement and accepts
4. Employer sets permissions

Proactive: Reserve funding early in the process NOT when gets to MIS stage.

College cannot do grant requests.

ADDING AN APPRENTICE:

You will need:

- the apprentice's name, date of birth and unique learner number (ULN) – Kirklees College can add the ULN once you have completed your registration and submitted for approval
- the start and end date of the apprenticeship
- the total training and assessment cost
- your training provider's UK Provider Reference Number (UKPRN) – Kirklees College is 10003189
- your apprentice's email address

Click [HERE](#) to view the relevant advice page on the Apprenticeship Service – here you will find a webinar which will walk you through the process.



STOPPING AN APPRENTICESHIP:

In Employer DAS Account:

1. Click on 'Apprentices'
2. Click on 'Manage your Apprentices'
3. Click on the name of the apprentice from the list that comes up
4. Click on 'Edit Status' at the side of 'Live'
5. Select 'STOP this apprenticeship' (the date defaults to today but there will be an option to add the date that you are stopping the apprenticeship)

When you complete and go back to the previous list, the status of the apprenticeship will show as stopped.

PAUSING AN APPRENTICESHIP:

In Employer DAS Account:

1. Click on 'Apprentices'
2. Click on 'Manage your Apprentices'
3. Click on the name of the apprentice from the list that comes up
4. Click on 'Edit Status' at the side of 'Live'
5. Select 'PAUSE this apprenticeship' (date defaults to today and cannot be changed)



Note: You cannot backdate nor process in advance the pausing of an apprenticeship. (For example, if you pause in March, funding will not be paid at all in that month, even if the pause is done on the final day of that month).

When you complete and go back to the previous list, the status of the apprenticeship will show as paused.

RESUMING AN APPRENTICESHIP:

In Employer DAS Account:

1. Click on 'Apprentices'
2. Click on 'Manage your Apprentices'
3. Click on the name of the apprentice from the list that comes up
4. Click on 'Edit Status' at the side of 'Paused'
5. Select 'RESUME this apprenticeship' (date defaults to today and cannot be changed)

Note: This cannot be processed until ILR has been processed by the training provider

When you complete and go back to the previous list, the status of the apprenticeship will show as paused.



RESERVED FUNDING (Employer Account):

Can be reserved up to six months in advance of taking on an apprentice.

- An 'active' reservation is where the reservation has not yet turned into a commitment and has not yet expired
- A 'used' reservation is where the reservation has been turned into a commitment
- An 'expired' reservation is where the reservation has NOT been turned into a commitment. Funds expire when an employer does not add or save the apprentice's details to a reservation within the 3 months that the reservation covers.

Employers will not be able to add an apprentice to an expired reservation.

The reserved funds are available to use from the selected month of the apprenticeship start date and the following two months. The reservation will expire at the end of the third month if employers do not use it.

This will result in another reservation of funds being required.

GIVING ACCESS TO KIRKLEES COLLEGE TO ADD APPRENTICES (after cohort created)

1. Log into your Manage Apprenticeships account [HERE](#)
2. Select 'Training Provider Permissions' on the home screen
3. Select 'Add New Training Provider'
4. Enter their UKPRN number
5. Confirm this is the training provider that you would like to have the permission for adding apprentices
6. Click continue and select return to the home screen
7. Select training provider permissions
8. You should see the training provider that you added and there will be a hyperlink that says 'Set Permissions'
9. You will now be prompted with a screen saying 'Would you like to set permissions for this training provider to add apprentices' and underneath this message you will see a 'Yes' and a 'No' option
10. If you would like them to have this permission, select yes and then continue

APPRENTICE EMAIL ADDRESS

Employers and training providers will need to start adding learner's email addresses to the AS account from 26 August 2021. Any learners added prior to this will not need an email address. Adding the learner's email address will be done as part of adding the learner's other details, for example their name, date of birth and ULN.



APPLYING FOR AN INCENTIVE PAYMENT

Click [HERE](#) to find out more about applying for an incentive payment

Please make sure that you read each of the pages before committing:

- Home > Finances > Hire a New Apprentice Payment > Apply for the hire of a New Apprentice payment (read information required)
- Click on 'Start Now'
- Confirm Eligibility and then click on 'Yes' and 'Continue'
- List of apprentices will appear – select which one(s) you are applying for incentive for > 'Confirm'
- Complete employment start date > 'Continue' > Confirm
- Read Declaration and select 'Confirm and Submit'
- This will then take you into your bank details screen. Please make sure that you have all of the required details.

Eligibility:

- You can only apply for new apprentices who joined your organisation from 1 April 2021 to 31 January 2022
- You cannot apply for an existing employee who joined your organisation before 1 April 2021, even if they started an apprenticeship after this date

Businesses must employ an apprentice before the end of January.

RETURNING A COHORT TO TRAINING PROVIDER AFTER REVIEW

- Apprentice Requests
- Ready to Review box (select)
- Click on 'details' against relevant apprentice name
- Click on 'edit' at side of apprentice name (if you need to change anything)
- If you change anything then you will need to save it at this point and return to the previous screen
- Scroll to bottom of apprentice summary page and select 'send to training provider to review'
- Add any comments at this stage
- Save and submit
- Once submitted the cohort will appear in the box 'with training providers' again and will be removed from the 'Ready to Review' box