

How to Register an Account as an Employer

Step One

- 1 Register with the government Digital Account Service. To do this, follow this link:

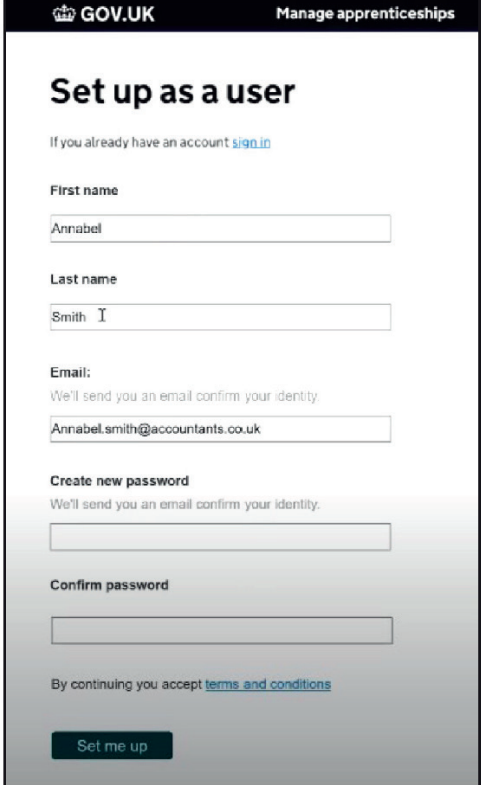
www.gov.uk/sign-in-apprenticeship-service-account

Click sign in and follow the instructions on screen.

- 2 You will be taken to this page to register as a new user.

Please fill out the required information and make a note of your login details.

Once you have filled in all the details please click **'Set me up'**.



The screenshot shows the 'Set up as a user' page on the GOV.UK website. The page title is 'Set up as a user' and the breadcrumb is 'Manage apprenticeships'. The form includes the following fields and instructions:

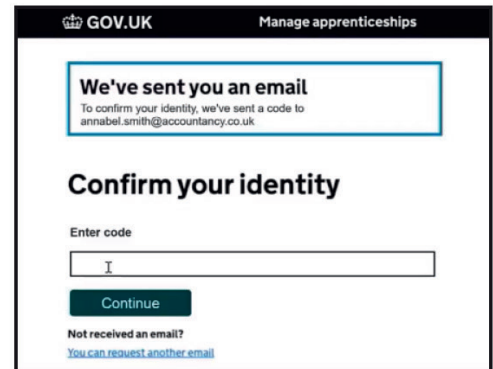
- First name:** A text input field containing 'Annabel'.
- Last name:** A text input field containing 'Smith I'.
- Email:** A text input field containing 'Annabel.smith@accountants.co.uk'. Below the field is the instruction: 'We'll send you an email confirm your identity.'
- Create new password:** A text input field. Below the field is the instruction: 'We'll send you an email confirm your identity.'
- Confirm password:** A text input field.

At the bottom of the form, there is a link for 'terms and conditions' and a dark green button labeled 'Set me up'.

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3 You will receive an email to confirm your identity, you will need to enter the code from the email then click **'Continue'**.

If you didn't receive an email, click on the link **'You can request another email'**.

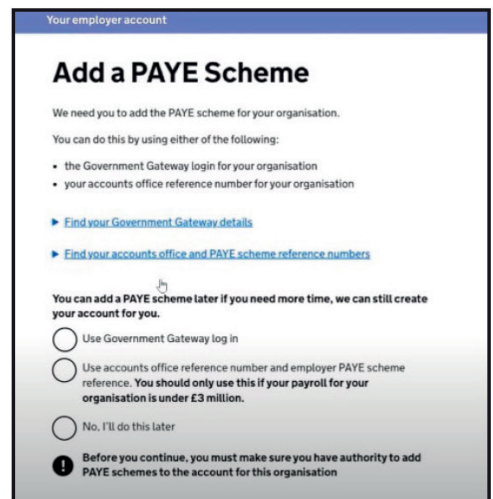


4 You will need to add a PAYE scheme for your organisation. Select the option **'Use your accounts office reference number and employer PAYE scheme reference'**.

If you do not have your accounts PAYE numbers, click on the link **'find your accounts office and PAYE scheme reference numbers'** to find them.

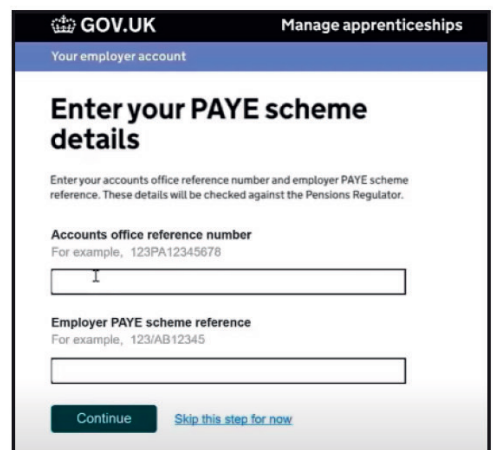
Please note, if you click on **'No I'll do this later'** you won't be able to complete the account until you enter your PAYE details.

An Apprentice is required to be on the PAYE scheme to qualify for the Apprenticeship.



5 On this screen, enter your accounts and PAYE references. Then click **'Continue'**.

Although it shows an option to skip this step, you will be required to enter these details otherwise you will not be able to take on an Apprentice.

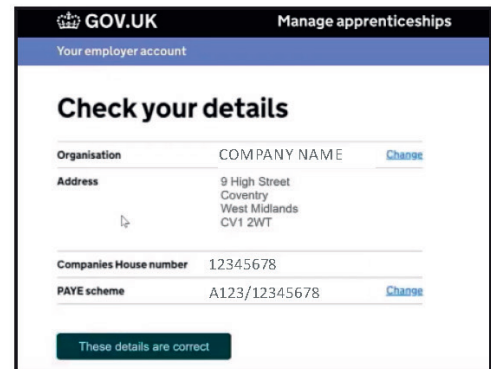


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6 The next screen will ask you to confirm you have entered all the details correctly.

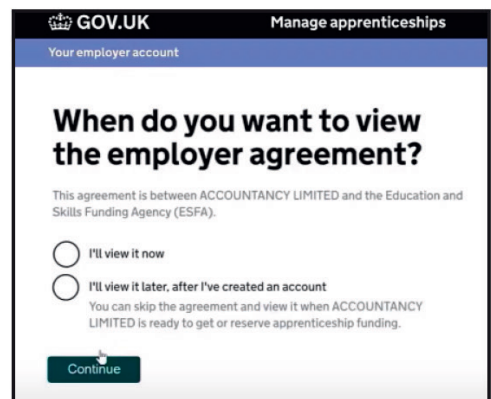
If you are happy to proceed click **'These details are correct'**.

To amend any details click **'change'**.



7 You will then be asked to view the agreement between you, the employer and the ESFA.

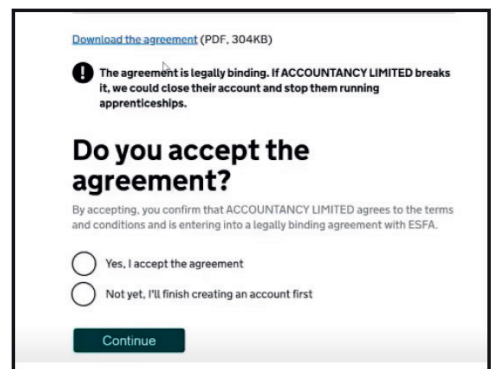
Click the **'I'll view it now'** option and then click **'Continue'** to proceed



8 You will then be able to view the agreement and download a PDF copy.

To proceed click on the option **'Yes, I accept the agreement'** and then **'Continue'** to proceed.

If after accepting the agreement you are asked to add a training provider and set permissions – see page 6 for details on how to add a Training Provider.



How to add a Training Provider

Step Two

Once you have registered an account, you will be able to manage your Apprentices and advertise new Apprenticeships.

1

Once you have registered an account and have signed in you will be brought to the Home Screen.

Scroll down the page until you see the heading 'Apprenticeships' then click 'Your Training Providers'.

Your account should already be set up with your company name but you can add your other organisations/companies under the organisations and agreements section.

Please **DO NOT** add your training details here as this will change your account name to Kirklees College and we will not be able to process your account.

Apprenticeships

Manage your apprentices, advertise apprenticeships and set training provider permissions

Apprentices

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

Your apprenticeship adverts

Create adverts to post on Find an apprenticeship, view applications and view previous adverts.

Your training providers

Add training providers and manage permissions to choose what they can do on your behalf.

Find apprenticeship training

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

2

On the next screen, click 'Add a training provider' and then enter our UKPRN number which is 10003189.

You can see that this employer has already added Kirklees College as the training provider so if we have been added but do not have permission you will need to click 'Change permissions' so we can add Apprentice details on your behalf.

Your training providers

You can add a training provider, then set permissions to choose what they can do on your behalf.

[Add a training provider](#)

Training provider name	Permissions	Change permissions
KIRKLEES COLLEGE	Add apprentice records Recruit apprentices	Change permissions

3

This screen will appear asking you to give Kirklees College permission to add an Apprentice. Please select 'Yes' and then click 'Continue' to accept.

If asked to set permissions for the College, select 'Yes' to both 'Create a cohort' and to 'Recruitment'.

You also have the option to enter the information yourself but it will be easier to give the College permission to enter the information on your behalf.

Giving the College permission is safe as you will need to approve anything the College adds.

Do you give KIRKLEES COLLEGE permission to add apprentice records?

If your company does not pay the levy, this will also allow your training provider to reserve apprenticeship funding on your behalf.

Yes
 No

[Continue](#)

Once the apprenticeship paperwork has been stored and processed we can then move onto Step 3.

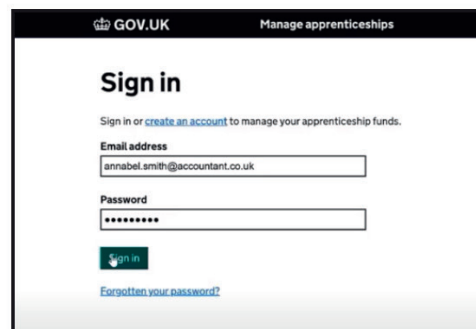
How to approve Apprentice details

Step 3

1

Following the link you will have received on the automated email, you will be brought to this home screen where you can log into the DAS website.

You should use the same email address you used to register.



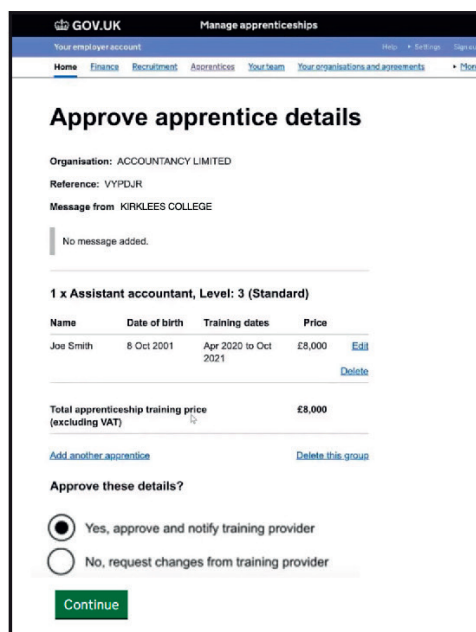
2

Once you log in you will be able to view the details for the Apprentice and the Apprenticeship.

Scroll down the page to view all the details and check they are correct.

If you are happy to confirm the details click **'Yes, approve and notify training provider'** and then click **'Continue'**.

PLEASE NOTE: Non-levy employers are not required to pay the fees shown on this page but may need to contribute 5% towards the overall costs if the apprentice is aged 19+ or if there are 50+ PAYE employees.



3

The final screen shows that the details have been approved.

You can amend any details by clicking **'Manage your apprentices'**.

