



A step-by-step guide to the apprenticeship service

Levy-paying employers can now use the apprenticeship service to manage their apprenticeships online. Here's a quick guide to what's involved:

1 Estimate apprenticeship funding

[Use the tool](#) to get an indication of how much apprenticeship funding you'll receive in May 2017 and estimate how much your chosen apprenticeships will cost over time.

2 Find apprenticeship training

[Search for the right type of apprenticeship training for your workforce](#) and find a training provider who offers what you need.

3 Set up an account to manage apprenticeship funding

[Register securely to set up an employer account.](#) From here you can add the PAYE schemes that are associated with your apprenticeship funds and invite other team members to view the account.

4 Sign your employer agreement

You'll need to sign a legal agreement with the Skills Funding Agency (SFA), to authorise your apprenticeship funding to be paid to your chosen training provider. Navigate to the 'organisations' section in your account to sign.

5 Recruit an apprentice

Work with your training provider to post your apprenticeship vacancy online and find the right candidates for the role.

6 Add apprentices and authorise payment to your training provider

Once recruited, you can add your apprenticeships to your account and authorise payment to your training provider.

7 Monitor the balance of your funding

The levy will be collected from April 2017 by HMRC and apprenticeship funds will start to appear in your account from May. In your account you can view payments you've made to training providers and stop or pause payments.

Get started at www.gov.uk/guidance/manage-apprenticeship-funds

For useful tips and more information, visit the [SFA Digital blog](#) or follow [@SFADigital](#)

If you have questions, email: helpdesk@manage-apprenticeships.service.gov.uk or call 08000 150 600