Department for Education

A step-by-step guide to the apprenticeship service

From February, levy-paying employers will be able to use the apprenticeship service to manage their apprenticeships online. Get a head start with this guide to what is available.

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. (Note - the list of available training providers will be updated in March 2017.)

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 which are associated with your apprenticeship funds and invite other team members to view the account.

4 Sign your employer agreement

Before you can start adding apprentices you'll need to sign a legal agreement with the SFA, to authorise your apprenticeship funding to be paid to your chosen training provider. You can view a copy of the agreement online now.

5 Recruit an apprentice

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

6 Set up apprenticeships 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

Levy will be collected from April 2017 by HMRC and apprenticeship funds will start to appear in your account from May. You can use your account to view payments you've made to training providers and to stop or pause a payment.

Get started at www.gov.uk/guidance/manage-apprenticeship-funds
If you have questions, email: Helpdesk@manage-apprenticeships.service.gov.uk or call 08000 150 600