

# THE APPRENTICESHIP SERVICE

## Guidance for employers

### Introduction

The government manages apprenticeship funding in England online through the Apprenticeship Service (the AS). This is the case whether:

- Your organisation pays the Apprenticeship Levy (it will do so if its annual UK pay bill is more than £3m); or
- Your organisation does not pay the Apprenticeship Levy (smaller employers receive a 95% subsidy for most external apprenticeship training and assessment costs).

At Damar, we want the on-boarding process for our partner-employers and apprentices to be as smooth as possible. By ensuring that you are properly set up on the AS you minimise the risk of glitches and will have more time to focus on ensuring your apprenticeship programme is successful.

We recommend that you also read the detailed guidance at: <https://www.gov.uk/guidance/manage-apprenticeship-funds>. Whilst we endeavour to keep this guidance up to date, any changes will appear first on the .gov.uk site.

**Before registering or making any changes to your organisation on the AS, please ensure that you are authorised to do so by your employer.**

### Stage 1: registering an account on the Apprenticeship Service

NB, if your organisation has already done this, go to Stage 2.

- Please watch this YouTube video: [Registering an account on the apprenticeship service](#)
- Next, there are four steps:
  1. [Create a GOV.UK One Login or sign in - GOV.UK One Login \(account.gov.uk\)](#). You will need a work email address and a mobile phone number (for verification)
  2. Add your organisation's Pay as You Earn (PAYE) Scheme
  3. Confirm your organisational details
  4. Accept the employer agreement.

### Stage 2: adding Damar and setting permissions

If you have not added Damar to your AS account previously, you will need to do this by logging in to your account and going to:

- **Your training providers** → **Add**. Damar's UKPRN is 10001831.
- Click on '**Set Permissions**' next to Damar.

- You will now be prompted with a screen stating: 'Would you like to set permissions for this training provider to add apprentices?' We recommend setting this as **'Yes'**.
- There will also be an option to give permission for the provider to have access to the 'Recruitment' section with a 'yes' or 'no' option. If we are supporting you with apprentice recruitment click **'Yes'** and confirm.

NB, adding Damar does not give us access to your account or your funding and you can add or change provider permissions later.

### Stage 3: reserving apprenticeship funding (non-Levy payers)

NB, non-Levy employers only. If you are funding the apprenticeship using your Levy funds or via a Levy transfer from a Levy-paying employer, you do not need to reserve funding.

- Please watch this YouTube video: [Reserving apprenticeship funds](#)

Some key points:

- You must reserve funds before your apprentice is enrolled
- You can reserve funds up to 3 months before the planned apprenticeship start date
- Reserved funds are available to use from the month of the planned apprenticeship start date and the following two months. The reservation will expire at the end of month three if not used.

If you have given Damar permission to add apprentices, we can reserve funds on your behalf, but we do recommend that employers reserve their own funds. This is to ensure the funding reservation has been made BEFORE the apprentice starts their apprenticeship. Once the apprentice has been added to your AS account, you will receive a notification via email asking you to approve the apprentice's details.

### Stage 4: Adding an apprentice or a group of apprentices (Levy payers)

- You simply add them to your AS account by **"adding an apprentice"**. You then create a **"cohort"** for one apprentice or a group of apprentices.

### Further help

- Call 08000 150 600
- Email [helpdesk@manage-apprenticeships.service.gov.uk](mailto:helpdesk@manage-apprenticeships.service.gov.uk)
- Or please call or email your usual Damar contact or our Business Support Unit (0161 480 8171, [businesssupportunit@damartraining.com](mailto:businesssupportunit@damartraining.com)).