

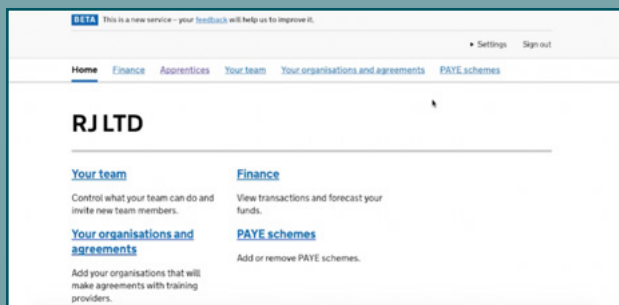
How to add apprentices and set up payments



The new digital apprenticeship service has a number of benefits, including being able to add apprenticeships and set up payments. This easy to follow guide explains the process for you.

Step 1:

Go to the 'apprentices' tab on the top navigation of your home screen. You will have to be logged in to access this.



Apprentices

Add an apprentice

Add an apprentice to your account, so your training provider gets paid for their training.

Requests in progress

Review, edit, approve and add more apprentices to requests you've already started.

Update existing apprentices

View, pause and stop apprentices that you've already added and

Step 2:

There are a few options on this page but start by selecting 'add an apprentice'.

Step 3:

Before you begin, you will need to ensure that the organisation your apprentices will be employed through is in your account, you must know the names of your apprentices, and you will need your training provider's UK Provider Reference Number (UKPRN). Your training provider can give this to you. When you're ready, click 'start now' to begin.

Add an apprentice

You can:

- add details of one or more apprentices to your account
- make sure your training provider gets paid through your account

Before you start

You must:

- make sure the organisation your apprentices will be employed through is in your account - [view organisations in this account](#)
- know the names of your apprentices
- know your training provider's UK Provider Reference Number (UKPRN) - your training provider can tell you this

[Start now >](#)



Step 4:

At this point, you will need to choose the organisation you are adding the apprentices for.

The screenshot shows the 'Choose organisation' screen. At the top, there's a navigation bar with links: Home, Finance, Apprentices (active), Your team, Your organisations and agreements, and PAYE schemes. Below the navigation bar, there's a 'Back to Apprentices' link. The main heading is 'Choose organisation'. Below this, a text block says: 'Choose the organisation that employs the apprentices you'd like to add: this should be the organisation named on the contract for service, if relevant:'. There is a radio button next to 'RJ LTD'. Below this, there's a link: 'What is a contract for services?'. At the bottom, there is a green 'Continue' button.

Add training provider details

UK Provider Reference Number

[What is a UK Provider Reference Number?](#)

[Continue](#)

Step 5:

You will now need to add the UK Provider Reference Number that you will have received from your chosen training provider. This is important as it ensures you are matched up with the correct training provider.

Step 6:

The training provider associated with the reference number will then be displayed. Ensure that this is the correct provider before you continue. If it's not, choose the 'change UK Provider Reference Number' option, otherwise continue the process.

The screenshot shows the 'Confirm training provider' screen. At the top, there's a navigation bar with links: Home, Finance, Apprentices (active), Your team, Your organisations and agreements, and PAYE schemes. Below the navigation bar, there's a 'Back to Apprentices' link. The main heading is 'Confirm training provider'. Below this, a text block says: 'UK Provider Reference Number "10033670" matches:'. There is a radio button next to 'Provider X' with 'UKPRN: 10033670' below it. Below this, a text block says: 'Will this training provider be training your apprentices?'. There are two radio buttons: 'Yes, use Provider X' (selected) and 'No, change UK Provider Reference Number'. At the bottom, there is a green 'Continue' button.



Step 7:

At this point, you can now begin to add apprentices. You will be given the option of adding the apprentices yourself or handing this over to your training provider. Choose which option you would like to go with now. Note: if your training provider is adding apprentices, you will always have the ability to check before anything is finalised.

Start adding apprentices

You can start adding details of your apprentices or ask your training provider to add them for you.

If you ask your training provider to add them, you need to check and agree the details before any payments are made.

- ☐ I will add apprentices
- ☐ I would like my provider to add apprentices

Continue

Instructions for your training provider

Let **Provider X** know what you'd like them to do next.

Instructions (optional)

Send

If your provider is adding apprentices

Step 8:

If you have chosen for your provider to add apprentices, you will be taken to an instruction form where you have the option to add in further instructions if relevant.

Step 9:

Once sent, you will see an overview of the instructions sent. Your training provider will receive a copy of this, will review the request and contact you as soon as possible, either with questions or to review the details they've added.

GOV.UK Manage apprenticeships

BETA This is a new service - your feedback will help us to improve it.

Settings Sign out

Home Finance Apprentices Your team Your organisations and agreements PAYE schemes

Back to Apprentices

Instructions sent

Cohort reference	MDJXDM
Sent to	Provider X
On behalf of	RJ LTD
Instructions	Hi, This is for the 25 Mechatronics engineers we agreed on contract #90210. thanks rob



If you're adding apprentices

Step 10:

If you choose to add your own apprentices, you will be taken to the apprentices landing page when you can get an overview of your apprentices. On this page you will be able to add an apprentice, view the apprentices you already have, see incomplete records and your current total cost. Click on the 'add apprentice' button at the bottom of your screen to continue.

Add an apprentice

You must add the apprentice's first and last names - fill in as many other fields as you can. You'll be able to return later to make changes or add more information.

You'll only be able to approve the release of payments for this apprentice once all the fields have been completed - either by yourself or your training provider.

First name

Last name

Date of birth

For example, 08 12 2001

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Step 11:

You will now be asked to input as much information as possible on your new apprentice. This information includes full name, date of birth, apprenticeship training course, planned training start and finish dates, total agreed training cost and company reference (if relevant). Click 'add' at the bottom of the form to proceed.

TIP: at this point at the very least you must include their first and last names and can return later to fill in the rest, or else get your training provider to fill out the form. You'll only be able to approve the release of payments for this apprentice once all fields have been completed.

Step 12:

This apprentice will now be added to your apprentice home page. If you have not filled out all the text fields on the form, it will be flagged as an incomplete record on this page. This total cost as outlined during the 'add an apprentice' form can also be seen here. The new apprentice will be summarised at the bottom of the page where you have the options to edit or delete the cohort. Once everything is complete, click on 'save and continue'.



Step 13:

You will then be given the option to either approve the apprentice and send to training provider, send the form to the training provider for them to review or add details, or save but not send to training provider.

TIP: if you have not finalised the form but wish to save it and come back later to input details, choose the 'save but don't send to training provider' option.

Instructions for your training provider

Let **Provider X** know what you'd like them to do next.

Instructions (optional)

Hi, I'm

Send

Step 14:

If choosing to approve and send to training provider, you will have a final chance to send additional instructions. You will be sent another receipt to confirm that this has been sent to your training provider who will then contact you directly.

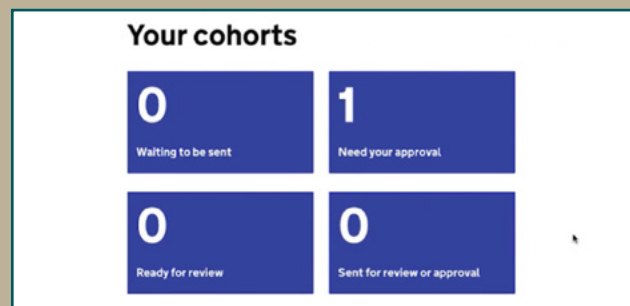
Step 15:

If your training provider has added or amended any of your apprentices you will receive an email notification. You can check and finalise their additions by accessing the apprentices tab on your apprenticeship service homepage. This time click on the 'requests in progress' options.



Step 16:

You will then see an overview of apprentice forms that are waiting to be sent, need your approval, are ready for review or have been sent for review or approval. If a training provider has added an apprentice or added further details, this will appear in the 'need your approval' box.



Step 17:

Clicking on the 'need your approval box' will take you to a screen that lists out all apprentice forms that need your approval. Click the 'view' options to get further information and to approve.

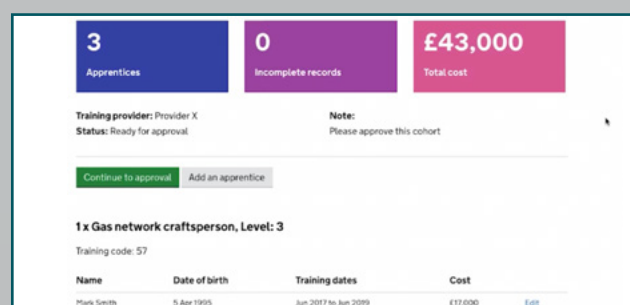
Approve cohorts

You have 1 cohort that need your approval:

Provider	Cohort reference	Last message	
Provider X	MRR6ANM	Please approve this cohort	View

Step 18:

This will take you back to your 'review cohort' home page. From here you can view all apprentices, edit any final details if required and check final costs. Once you're happy with everything, click on 'continue to approval' to proceed.





Step 19:

You will then be given the same approval options as before; approve, sending to training provider to review or add details, or save but don't send to training provider. If you're happy all details are correct, choose the 'approve' option and continue. You will receive a receipt that the cohort has been approved.

Choose an option

☒ Approve

☐ Send to training provider to review or add details

☐ Save but don't send to training provider

[Continue](#) [Cancel](#)

Add an apprentice
Add an apprentice to your account, so your training provider gets paid for their training.

Requests in progress
Review, edit, approve and add more apprentices to requests you've already started.

Update existing apprentices
View, pause and stop apprentices that you've already added and approved.

Step 20:

Once approved, you can still view and manage the apprentices. Use the 'apprentices' tab on your apprenticeship service homepage and choose the 'update existing apprentices' option.

Step 21:

All your current apprentices will be listed out here along with their current status. Clicking 'view' will provide you with the full information provided for each apprentice.

Your apprentices

Name	Date of birth	Status
Joe Briggs	8 Oct 2001	Waiting to start View
Louise Jones	3 Oct 1998	Waiting to start View
Mark Smith	5 Apr 1995	Waiting to start View