

# ***HOW TO ACCESS APPRENTICESHIP FUNDING***

**A Guide to using the Digital  
Apprenticeship Service Account  
for non-levy paying businesses**

# The way that small businesses access and reserve apprenticeship training has changed.

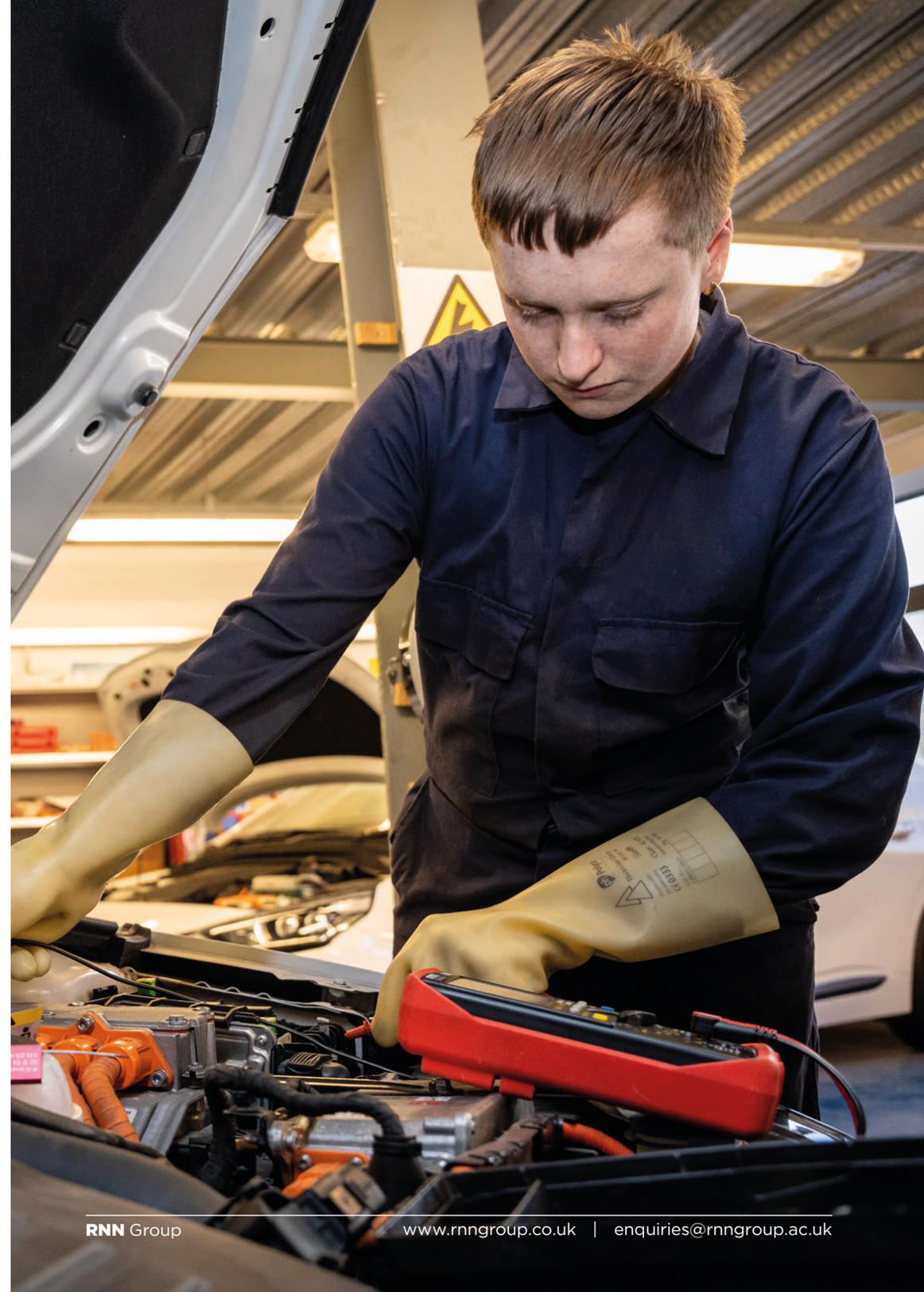
## All employers must use the governments Digital Account to reserve apprenticeship training and select a provider.

This change is designed to give employers more control when it comes to selecting the training they want.

The Digital Account will give employers the flexibility to:

- Choose from a range of apprenticeships
- Choose a provider to deliver apprenticeship training
- Reserve access to funding for apprenticeship training and assessment
- Agree contracts with providers
- Benefit from collaborative relationships by delegating permissions to providers to service their accounts
- Find an End-Point Assessment Organisation (EPAO)

**Your skills consultant is available to support with any part of setting up or administering your digital account and can answer any queries relating to the service.**



# Create and manage your Digital Account.

## 1. Prepare to meet our Skills Consultants.

Before your first meeting with a skills consultant you'll need to ensure you have a PAYE and accounts reference number, you can get this by speaking to your accountant and/or HMRC. If you already have access to your Digital Apprenticeship Account, ensure you have your login details ready for the meeting.

At your first meeting your skills consultant will need to understand your training needs and complete a training needs analysis. This analysis will help the College to support your business with a variety of training options, this could include Apprenticeships, distance learning, work-based qualifications and our current further education courses.

Helping us develop a fully suitable, tailored package to help your business succeed.

## 2. Set up your digital account.

After this meet we'll need you to set up your digital apprenticeship account by visiting [www.accounts.manage-apprenticeships.service.gov.uk](http://www.accounts.manage-apprenticeships.service.gov.uk) Here you can set up your account using your PAYE and Office Reference Number.

Without this account, you will not be able to access Apprenticeship funding to cover the course fees. Just follow the online instructions and please let your skills consultant know when it is set up or if you need any assistance.

## 3. Reserve your apprentice funding.

Once the account is set up, you will need to give the College permission to add or remove records on your behalf. This means our team can reserve course funding and add your learners to your account for you.

To do this, go to Add Training providers > Enter our UKPRN (10005534) and this should show as RNN Group. Once added, return to Add Training Providers and Set Permissions. Then select Yes and Yes.

## 4. Assessing your candidates.

We will put all potential apprentices through our assessment centre to check which training course would be best for their skill set and level.

### This will include:

- Maths and English Assessments to check their current level of understanding, ensuring we can provide the right amount of time needed to complete this part of the Apprenticeship.
- Skills Assessments that ask you Apprentice to score their current level of knowledge and skills towards the course they are looking to study.
- A full academic history search to ensure any previously completed courses that may be relevant are taken into account.

## 5. Signing your apprenticeship documents.

After we have agreed the apprenticeship suitable for your business, you'll receive 4 documents to sign using our online signing service. These are a Master Training Agreement, an Apprenticeship Agreement, a Training Plan specific to your Apprentice and a pricing document to show any fees we are due from either your business or the ESFA (Government Skills Funding Agency)

Once signed by yourself, these will go to your Apprentice for them to sign their side of the Agreement.

## 6. Completing your enrolment.

Your apprentice will then be invited to an induction to complete their apprenticeship enrolment. This may be at a college centre or online. Inductions will include an introduction to OneFile, our E-Portfolio service, information on how the course is delivered, Maths, English and Digital skills and an overview of your required College attendance (if required).

We will send you a notification through the digital apprenticeship account that your apprentice is now enrolled. You'll need to accept this 'cohort' by logging into your account, going to Apprentice Requests and then Approve, once you are happy with the details that have been added. Your Apprentice is now set up and ready to begin their journey.

**After we have received your completed forms a member of our work based delivery team will be in touch to discuss the next steps.**



**We work with over  
1,000 employers  
and 2,000  
apprentices so  
you can trust us  
to deliver advice  
that will suit your  
business.**

**If you'd like to discuss  
how we can help you  
access apprenticeship  
funding contact us today:**

**01909 504777  
01709 513147  
[enquiries@rnngroup.ac.uk](mailto:enquiries@rnngroup.ac.uk).**

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