

The Apprenticeship Service

A Guide For Employers



What is The Apprenticeship Service?

The Apprenticeship Service (also known as TAS) was introduced by the Government in 2017 to help employers to manage their apprenticeship programmes more effectively.

Employers can log into The Apprenticeship Service to:

- Advertise vacancies & recruit apprentices
- Find and register training providers
- Manage their apprentices
- Access apprenticeship funds & levy transfer scheme
- Apply for Government incentive payments

All apprenticeships are arranged through The Apprenticeship Service. To use The Apprenticeship Service employers need to set up an account here: [The Apprenticeship Service \(TAS\)](#)

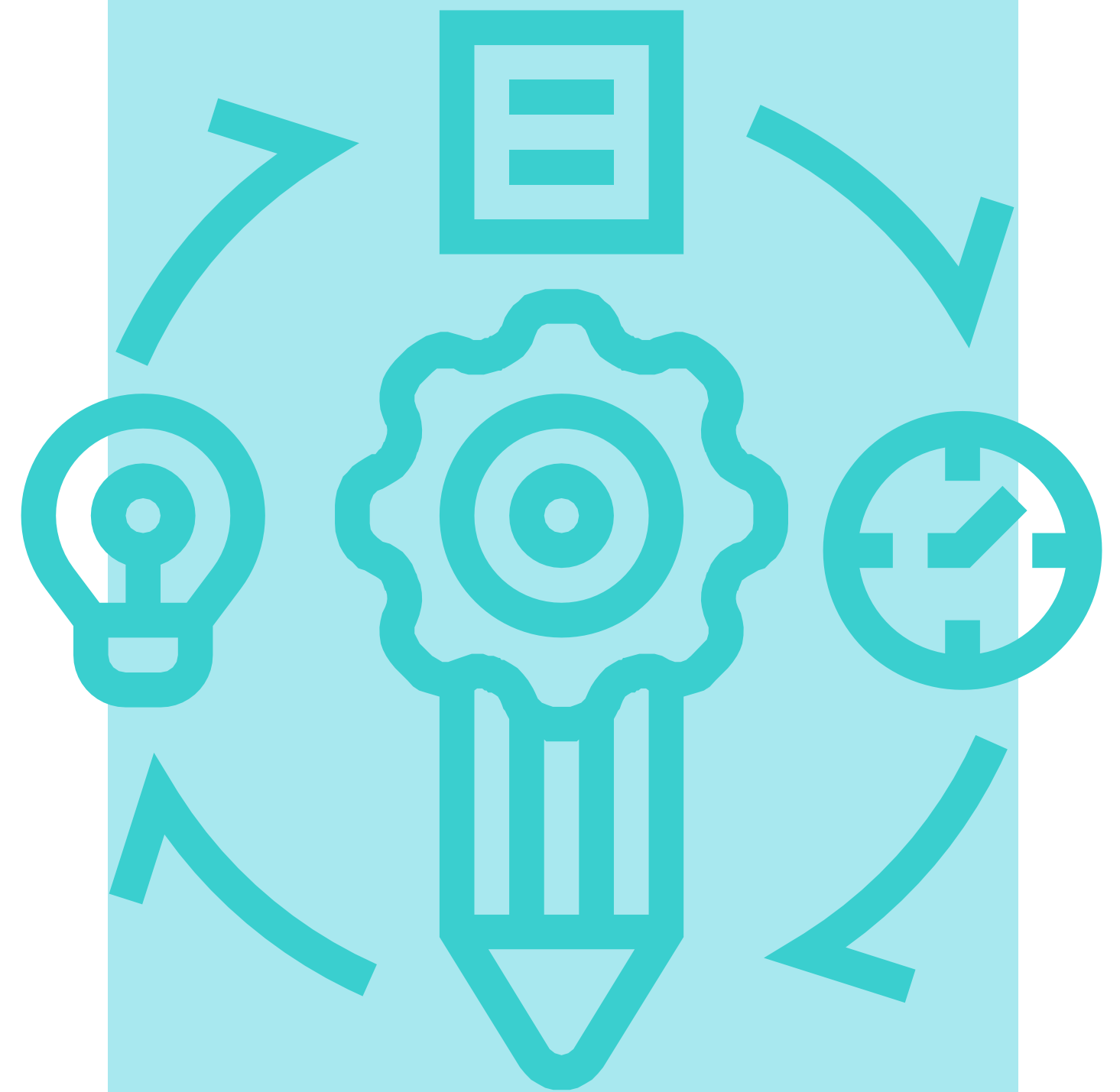
6 Steps To Using The Apprenticeship Service

1. Register your account on The Apprenticeship Service
2. Set up your training provider permissions
3. Add an Apprentice to your TAS account
4. Reserve funds for your apprentice
5. Claim your apprenticeship incentive
6. If you or your apprentice's circumstances change, update their details on the TAS

Before Setting Up Your Apprenticeship Service Account...

Before you can set up your account, you will need the following:

- An email address you have access to
- The Government Gateway login for your organisation (or you can use the accounts office reference number and employer PAYE scheme reference number if your annual pay bill is less than £3 million)
- Authority to add PAYE schemes to the account
- Authority to accept the employer agreement on behalf of your organisation



You Will Be Asked To...

- create an [account](#)
- Add a PAYE scheme on behalf of your organisation
- Accept the employer agreement with the [Education & Skills Funding Agency \(ESFA\)](#)
- If you are an SME who does not pay the Apprenticeship Levy, you will need your PAYE scheme reference number (also known as ERN number) and your account office reference number (AORN)

Please Note: If your business has no employees, then you may not have a PAYE scheme reference number. You will need to register as an employer with HMRC to receive your PAYE scheme reference number.



Using Your Account

As an employer who does not pay the Apprenticeship Levy, you will be able to:

- access and manage apprenticeship funding
- receive a transfer of apprenticeship funds where eligible
- advertise vacancies on find an apprenticeship
- choose an apprenticeship training course
- find a training provider
- select suitable end-point assessment organisations
- give feedback on apprenticeship training
- give training providers permission to carry out some tasks on your behalf



1. Register your account on The Apprenticeship Service



The Apprenticeship Service Homepage

WESTERN TRAINING PROVIDERS

Set up an apprenticeship

You can set up an apprenticeship for an existing employee or for someone new.

Start now >

Apprenticeships

Manage your apprentices, advertise apprenticeships and set training provider permissions

Apprentices

Add apprentices, update details of existing apprentices, change training providers and authorise payments to training providers.

Your training providers

Add training providers and manage permissions to choose what they can do on your behalf.

Your apprenticeship adverts

Create adverts to post on find an apprenticeship, view applications, your previous adverts and adverts created by training providers.

Find apprenticeship training

Search for apprenticeships and see details of approved providers who can deliver the training.

Manage your Apprentices here.

Manage your vacancies & find training providers here.

Finances

Manage your apprenticeship funds

Your funding reservations

Reserve and manage funding.

Your hire a new apprentice payments

Apply for the payment, view applications and change your payment details.

Your finances

View your financial transactions, connect with other employers and receive transfer funds.

Here is where you can manage your Apprentice's training fees, incentive payments etc.

Account

Manage your account details and team

Your organisations and agreements

Add your organisations that will make contracts with training providers.

PAYE schemes

Add or remove PAYE schemes.

Your team

Control what your team can do and invite new team members.

Manage your account settings & permissions here.

Manage your Training Providers here.

2. Set Up Training Provider Permissions

You can give your training provider permission to:

- reserve funding
- add apprentice records
- recruit apprentices

You will need to approve any information your training provider gives us on your behalf.

Your training provider will not be able to view anything in your apprenticeship service account.

You can add your training provider to your apprenticeship service account using their name or [UK provider reference number \(UKPRN\)](#). Select 'training provider permissions' to view your existing permissions, add a training provider, remove or change permissions.



3. Add An Apprentice to Your TAS Account*



*Your training provider may do this for you

4. Reserve Funds For Your Apprentice*



*Your training provider may do this for you

Apprenticeship Incentive Payments

You can apply for new apprentices who joined your organisation from 1 April 2021 to 30 September 2021. You will receive £3,000 for new apprentices of any age who have an employment start date of 1 April 2021 to 30 September 2021.

They must have an apprenticeship start date of 1 April 2021 to 30 November 2021. You must make this application separately on the TAS to claim your incentive payment, **it IS NOT automatically paid to you.**

Payments will be made in 2 installments:

1. 90 days after your apprentice starts their employment
2. On completion of their apprenticeship

To receive the full payment, the apprenticeship must last for at least one year.

The deadline for applications is 30th November 2021.

[You can apply for your apprenticeship incentive payment here](#)



5. Claim Your Apprenticeship Incentive

 Apply for an incentive payment for hiring a new apprentice - for new hires from 1 April 2021

New hires from 1 April 2021

Apply for an
incentive 
payment for hiring
a new apprentice



Watch on  YouTube

APPRENTICESHIP
SERVICE

6. If you or your apprentice's circumstances change, update their details on the TAS

You can change your apprentice's details in your apprenticeship service account. This includes their name, date of birth and training information. The apprentice's training provider must approve any changes that you make.

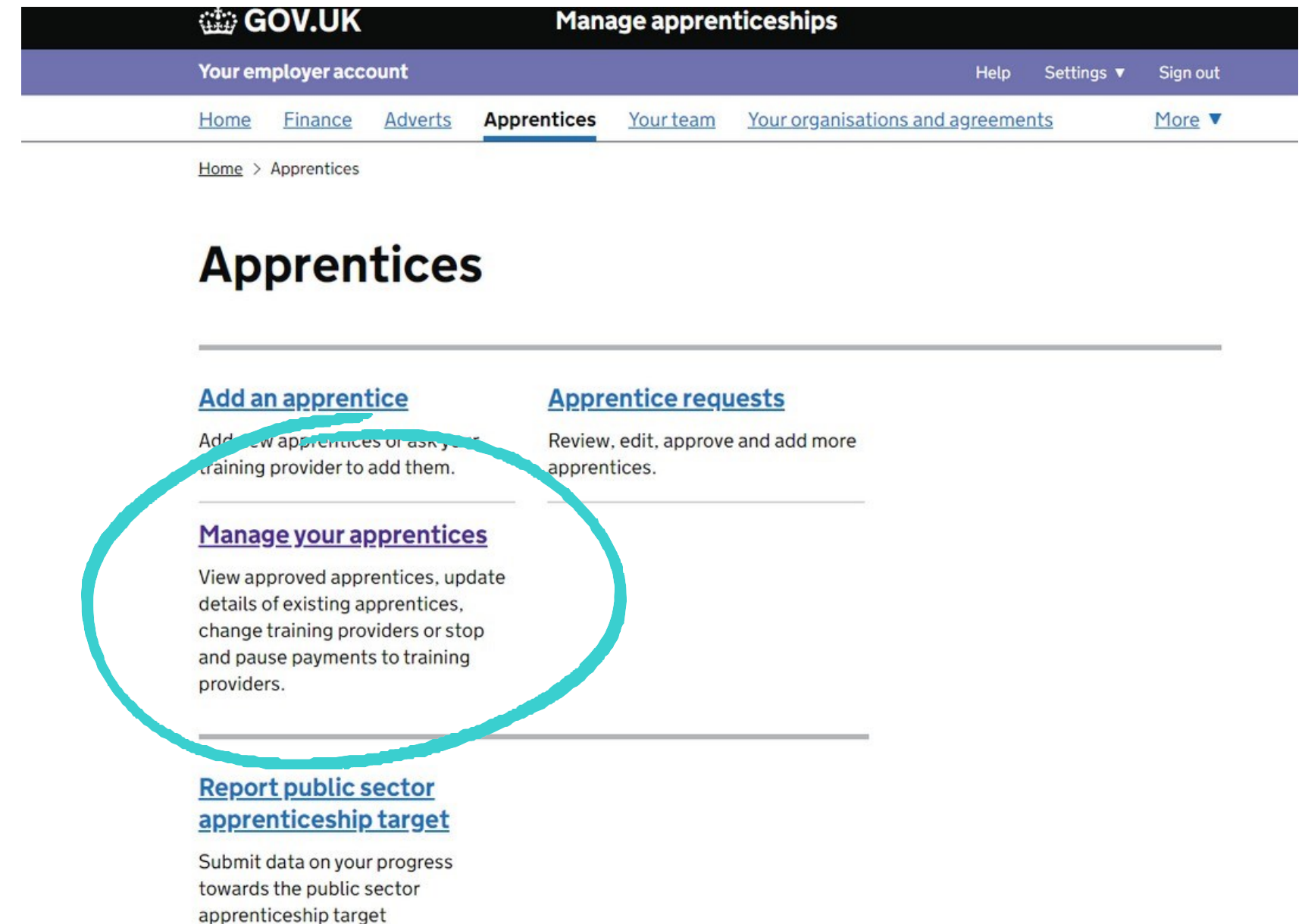
You can pause an apprenticeship if you need to:

- record a break in learning (that you've agreed with the apprentice and their training provider)
- temporarily freeze payments to a training provider

You can stop an apprenticeship if you need to:

- withdraw an apprentice from their apprenticeship
- change your training provider during the course
- cancel all future payments

The training provider must also record the pause or stop on the individualised learner record (ILR).



Contact Us

For more information, or if you have any queries about The Apprenticeship Service (TAS) please email:

apprenticeships@WTPN.org.uk

or DM us on our social media pages.

