

# EMPLOYER'S GUIDE TO THE APPRENTICESHIP SERVICE ACCOUNT (ASA)



# Introduction to Apprenticeship Service Account (ASA)

- ▲ The Education and Skills Funding Agency (ESFA) have created the Apprenticeship Service Account (ASA) for all levy paying employers.
- ▲ Your Apprenticeship Service Account (ASA) is used to select your chosen training provider(s) and record apprentice information, in order to claim back the funds that are in your account. All levy paying employers and apprenticeship training providers will have access to the system.
- ▲ This is your Step by Step Guide through the necessary actions to select a training provider and input apprentice information onto the Apprenticeship Service Account.



# Logging onto your Account

## Manage apprenticeships

This service is for organisations that pay the apprenticeship levy.

Use this service to:

- create new accounts
- start, stop or amend your apprenticeship programmes
- spend your levy funds on apprentices

**Start** >

### Before you start

[Find out how the apprenticeship levy works](#)

### If you don't pay the apprenticeship levy

Find out more about [employing an apprentice](#)

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## Have you used this service before?

Yes, I've used this service before

No, this is my first time

**Continue**

Visit: <https://manage-apprenticeships.service.gov.uk>

Press the start button to create or log into your Apprenticeship Service Account (ASA)

Already registered? Select Yes

Not registered? You will need your government gateway details to proceed – select No



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## Sign in

Sign in or [create an account](#) to manage your apprenticeship funds.

Email address

Password

Sign in

Enter your email address and password that you created when you registered for your ASA and select Sign in

## Your accounts

Select an account or add a new one.

Account name

What you can do

Your account details will now show on the screen. Please check to ensure that the correct name appears



# Adding an Apprentice to your Account

**GOV.UK** Manage apprenticeships

Your employer account Help Settings Sign out

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## XYZ COMPANY

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

**Your organisations and agreements**  
Add your organisations that will make contracts with training providers.

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

**Finance**  
View your financial transactions.

**PAYE schemes**  
Add or remove PAYE schemes.

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

**Tasks**  
You do not have any tasks

**Help us improve this service**  
Take our 3 minute survey so that we can improve this service.  
Take the survey

On the homepage, select Apprentices from the menu

**GOV.UK** Manage apprenticeships

Your employer account Help Settings Sig

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Home > Apprentices

## Apprentices

**Add an apprentice**  
Add apprentices to a new cohort or ask your training provider to add them.

**Your cohorts**  
Review, edit, approve and add more apprentices to cohorts you've already started.

**Manage your apprentices**  
View approved apprentices, update details of existing apprentices or stop and pause payments to training providers.

**Set payment order**  
View and change the order in which your providers are paid from your available funds.

Select Add an apprentice



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## Add an apprentice

Add details of one or more apprentices to your account, and authorise payments to their training provider.

**Before you start**

You must:

- know the names of your apprentices
- know your training provider's UK Provider Reference Number (UKPRN) - your training provider can tell you this
- make sure the organisation that's named on the contract you have with your training provider is in your account - [view organisations in this account](#)
- make sure the PAYE scheme that each apprentice is paid through is in your account - [view PAYE schemes in this account](#)

**Start now** >

Click Start now, ensuring you have:-

- the name of the apprentice(s)
- your training providers UK Provider Reference Number (UKPRN)  
**PETA – 10005064**
- confirmed the organisation that is named on your Service Agreement with your training provider is in your account
- confirmed the PAYE scheme that each apprentice is paid through is in your account

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## Choose organisation

Which organisation is named on the contract with the training provider for the apprentices you'd like to add?

XYZ COMPANY

[What is a contract for services?](#)

**Continue**

Select the correct employer and click continue



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### Add training provider details

UK Provider Reference Number

What is a UK Provider Reference Number?

Continue

Enter UK Provider Reference Number **10005064** and select PETA Limited. Select continue

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### Confirm training provider

UK Provider Reference Number '10005064' matches:

**PETA LIMITED**  
UKPRN: 10005064

Is this the main provider of the apprenticeship training?

Yes, use PETA LIMITED

No, change UK Provider Reference Number

Continue

Confirm the name of the training provider and select continue



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## 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.

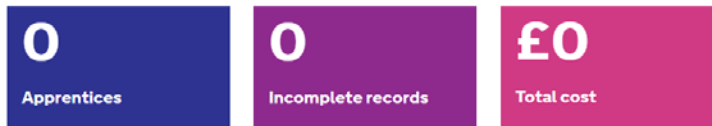
- I will add apprentices
- I would like my provider to add apprentices

[Continue](#)

You will need to select 'I will add apprentices' and select continue

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## Review your cohort



**Training provider:** PETA LIMITED  
**Status:** New request

**Message:**  
 No message added

[Save and continue](#) [Add an apprentice](#)

You haven't added any apprentices yet - [add an apprentice](#)

[Delete cohort](#)

Select Add an apprentice





## Add apprentice details

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 authorise 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

Unique learner number

This will be added by your training provider.

Apprenticeship training course

Start typing in the name of the course or choose an option from the list

Planned training start date

For example, 09 2017

Month Year

Planned training finish date

For example, 02 2019

Month Year

Total agreed apprenticeship price (excluding VAT)

Enter the price, including any end-point assessment costs, in whole pounds.

For example, for £1,500 enter 1500

£

Reference (optional)

Add a reference, such as employee number or location - this won't be seen by the training provider

20 characters remaining

End-point assessments

If you've chosen an apprenticeship standard, we'll ask you to confirm the [apprentice assessment organisation](#) for this apprentice. We'll do this before the end of the apprenticeship.

Apprenticeship frameworks have different assessment arrangements and don't need end-point assessments.

All fields must be completed so payments can be authorised.

The information you need is detailed on the PETA Apprentice Service Agreement

(Please note that the apprentice's date of birth is not recorded on the Service Agreement. This information should be available from your HR department)

Once all the fields are complete you will need to select Add



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**Warnings for your attention**  
[Cost for Accounting, Level: 2](#)

## Review your cohort

<h1 style="font-size: 2em;">1</h1> <p>Apprentice</p>	<h1 style="font-size: 2em;">0</h1> <p>Incomplete records</p>	<h1 style="font-size: 2em;">£5,000</h1> <p>Total cost</p>
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Training provider: PETA LIMITED  
 Status: New request

Message:  
 No message added

Save and continue
Add an apprentice

### 1 x Accounting, Level: 2

Training code: 454-3-1

**1 apprenticeship above funding band maximum**  
 The costs are above the £2,000 maximum value of the funding band for this apprenticeship. You'll need to pay the difference directly to the training provider - this can't be funded from your account.

Name	Unique learner number	Date of birth	Training dates	Cost
Rachel Robinson	-	12 Jun 1975	January 2018 to February 2019	£5,000 <a href="#">Edit</a>

Delete cohort

## Message for your training provider

Let **PETA Limited** know what you'd like them to do next.

Message (optional)

Send

Select Add an apprentice

Send a message to your training provider, e.g. Joe Bloggs – Business Admin Level 3 then select send

The record will be sent to the Claims department at PETA who will check that the information is correct and they will enter the Learner's Unique Reference number. If there are any issues with the record(s) then they will contact you via the message facility on the Apprenticeship Service Account (ASA)



# View Apprentices

The screenshot shows the 'Manage apprenticeships' dashboard on the GOV.UK website. The page title is 'Manage apprenticeships' and the user is logged in as 'Your employer account'. The navigation menu includes 'Home', 'Finance', 'Apprentices', 'Your team', 'Your organisations and agreements', and 'PAYE schemes'. A breadcrumb trail shows 'Back to apprenticeships'. The main content area is titled 'Your cohort requests' and displays three statistics in blue boxes: '1 Ready for review', '0 With training providers', and '0 Draft'.

Once PETA have approved the record(s) this will appear in Ready for Review, you will need to authorise the record

(Please note you should check your account on regular basis to view any records that may be ready for approval)

The screenshot shows the 'Apprentices' management page on the GOV.UK website. The page title is 'Apprentices' and the user is logged in as 'Your employer account'. The navigation menu is the same as in the previous screenshot. The main content area is titled 'Apprentices' and contains four action links with descriptions: 'Add an apprentice' (Add apprentices to a new cohort or ask your training provider to add them.), 'Your cohorts' (Review, edit, approve and add more apprentices to cohorts you've already started.), 'Manage your apprentices' (View approved apprentices, update details of existing apprentices or stop and pause payments to training providers.), and 'Set payment order' (View and change the order in which your providers are paid from your available funds.).

You can view all of the approved apprentices by clicking Manage your apprentices where you will be able to view all the relevant information

