



# Putting Policy into Practice – Use of the Apprenticeship Service

12 September 2017

10.30am – 11.30am



Future  
Apprenticeships



Education & Skills  
Funding Agency



Department  
for Education



# Future Apprenticeships Webinar

## Putting Policy into Practice – Use of the Apprenticeship Service

### **Webinar Chair:**

Mike Cox, Operations Director,  
AELP

### **Facilitator:**

Helen Gorner, Head of Service Engagement,  
Education and Skills Funding Agency



# Future Apprenticeships



Department  
for Education

EDUCATION & TRAINING  
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Leading Partner:



Strategic Partners:



[www.futureapprenticeships.org.uk](http://www.futureapprenticeships.org.uk)



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# **The apprenticeship service – from an employers perspective**

**Helen Gerner**  
**Head of Service Engagement**

## Aim of today

Detailed look at the apprenticeship service and how it is designed to be used by employers.

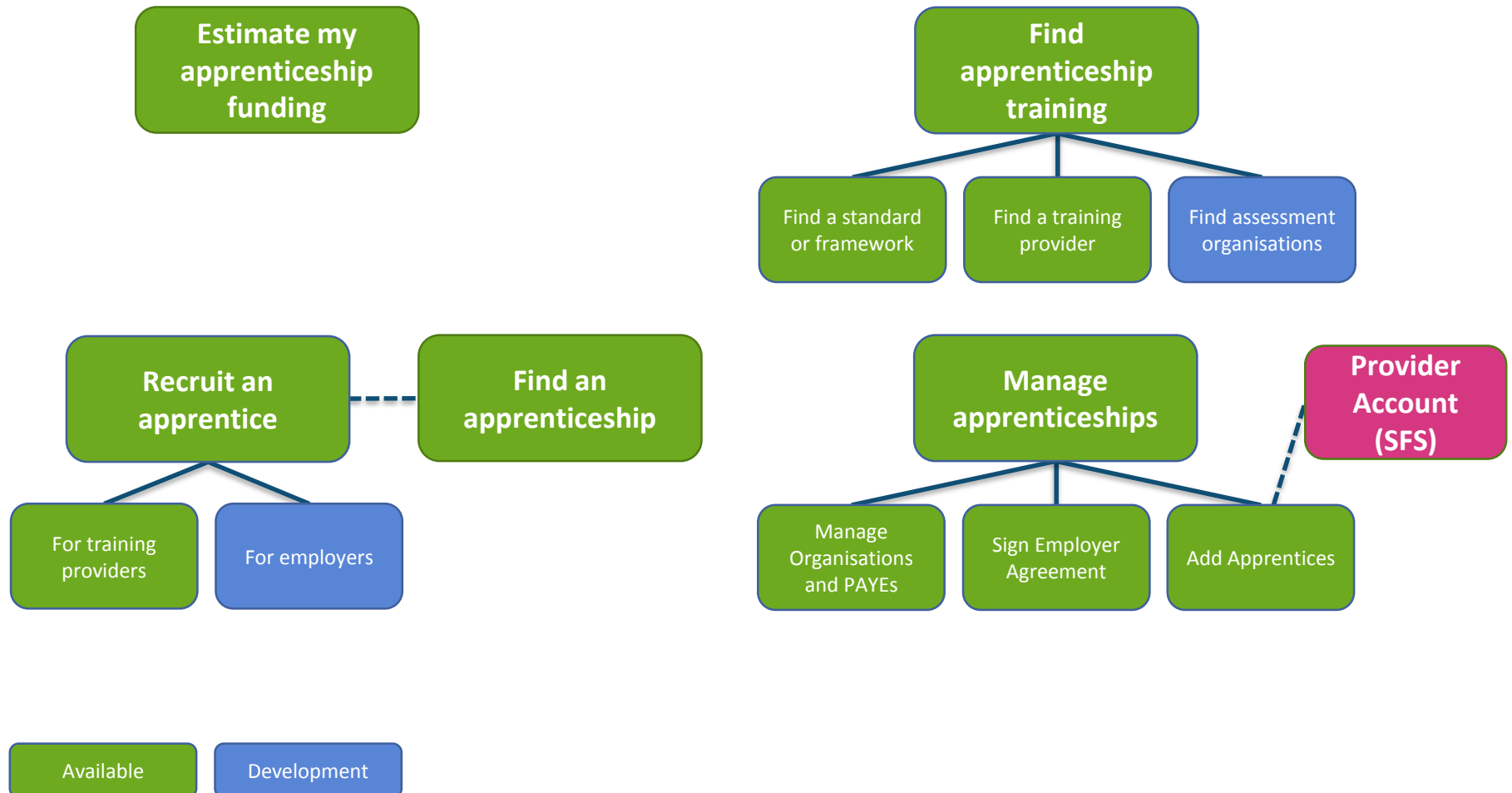
Insight so providers are better placed to meet employers needs.

## **Today's session will cover**

- What is the apprenticeship service
- What employers need to do to register
- The structure of an account
- Signing the employer agreement
- Adding an apprentice
- Payment cycle
- Recent developments

# What is the apprenticeship service?

The apprenticeship service is made up of several functions:



# Estimate my apprenticeship funding

Skills Funding  
Agency

Estimate my Apprenticeship Funding

## Estimate my apprenticeship funding

Use this tool to estimate if your organisation will pay the apprenticeship levy, how much your organisation will have available to spend on apprenticeships and how much the government will contribute towards the cost of training.

You'll need to know your organisation's annual UK payroll.

► [What is my payroll?](#)

Start >

It would also help if you know:

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Estimate my Apprenticeship Funding

### Your monthly funding breakdown

Date	Levy credit	Cost of training	Co-investment		Balance
			Your share (10%)	Government share (90%)	
May 2017	£3,208	-	-	-	£3,208
June 2017	£3,208	-	-	-	£6,416
July 2017	£3,208	-	-	-	£9,624
August 2017	£3,208	£6,000	-	-	£6,832
September 2017	£3,208	£6,000	-	-	£4,040
October 2017	£3,208	£6,000	-	-	£1,248
November 2017	£3,208	£6,000	£154	£1,390	£0
December 2017	£3,208	£6,000	£279	£2,513	£0
January 2018	£3,208	£6,000	£279	£2,513	£0
February 2018	£3,208	£6,000	£279	£2,513	£0
March 2018	£3,208	£6,000	£279	£2,513	£0
April 2018	£3,208	£6,000	£279	£2,513	£0

Add another 12 months



# Find apprenticeship training

## Find apprenticeship training

### Business and Administration

[Find training providers](#)

This information is taken from an apprenticeship framework. It sets out what qualifications the apprentice can achieve.

#### Summary of this apprenticeship framework

Level	3 (equivalent to A levels at grades A to E )
Typical length	18 months
Entry requirements	Your chosen training provider can advise you about entry requirements for apprentices.
Suitable roles for apprentices	<ul style="list-style-type: none"><li>• Administration Officer / Administration Executive</li><li>• Administration Team Leader / Office Supervisor</li><li>• Personal Assistant</li><li>• Secretary</li></ul> Your chosen training provider can advise you about the kinds of skills

## Find apprenticeship training

### Search results

176 training providers for the **Business and Administration, level 3** apprenticeship.

Results are ordered by distance from 'CV1 2WT'.

Results labelled **National** are training providers who are willing to offer apprenticeship training across England.

#### Filter results

##### Training options

- ☐ day release (59)
- ☐ block release (37)
- ☐ at your location (157)

##### [Explain training options](#)

**Day release:** for example one day a week at the training provider's location.

**Block release:** for example 3-4 weeks at the training provider's location.

#### [LEARNDIRECT LIMITED](#) **National**

Distance: 0.1 miles away  
Training options: at your location  
Employer satisfaction: 51%  
Learner satisfaction: 80%  
Achievement rate: 70%


#### [BUSINESS MANAGEMENT RESOURCES \(UK\) LTD](#)

Distance: 0.2 miles away  
Training options: at your location  
Employer satisfaction: 95%  
Learner satisfaction: 89%  
Achievement rate: 85%

#### [Inspire 2 Independence \(i2i\) Ltd](#)

Distance: 0.3 miles away  
Training options: at your location  
Employer satisfaction: no data available

# Recruit an apprentice and Find an apprenticeship



[Home](#)

## Recruit an apprentice

This service is for registered training providers (including large employers with direct grant funding) to post vacancies and manage applications for apprenticeships and traineeships.

Most employers need to [find a training organisation](#) to recruit apprentices for them.

Start now >

**Before you start**

You need to have an account with the government's [Information Management Services system](#) to use this.

You'll get your account details when you [register as a training provider](#).

**Help**

You can contact the National Apprenticeship Service for advice or help using the service.

**Elsewhere on GOV.UK**

[Employing an apprentice](#)

[Find an apprenticeship](#)

 **Find an apprenticeship**

[Sign in / Create account](#)

## Higher Apprenticeship Manufacturing Engineering - Birmingham

Rolls-Royce Plc

On the Rolls-Royce Manufacturing Engineering Higher Apprenticeship, you get to study towards an engineering foundation degree and work alongside world-class engineers, all while making a real contribution to an advanced engineering business. It's a great way to earn, learn and grow in confidence as part of a supportive team.

[Return to search results](#)

[Print this page](#)

This apprenticeship requires you to apply through the employer's website.

[Apply now](#)

Closing date: 31 Mar 2017

### Apprenticeship summary

<b>Weekly wage</b> £200.00	Our Manufacturing Engineers are amongst the best in their field. To develop some of the most advanced manufacturing processes in
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# **Manage apprenticeships**

- account set up and enabling payments to be made

# Registration



Search

BETA This is a test version of the layout of this page. [Take the survey to help us improve it](#)

[Home](#) > [Education, training and skills](#) > [Further and higher education, skills and vocational training](#)  
> [Apprenticeships, traineeships and internships](#) > [Hiring and training an apprentice](#) > Register to manage your apprenticeship funds

## Guidance

### Register to manage your apprenticeship funds

From: Skills Funding Agency and Education and Skills Funding Agency  
Published: 13 February 2017  
Applies to: England

Sign in or register to access money you've paid under the apprenticeship levy and pay for apprenticeship training.

Contents

- [Before you start](#)
- [Using your account](#)
- [Registering multiple connected organisations](#)

If your organisation, including any [connected companies or charities](#), has an annual pay bill of more than £3 million you will pay the [apprenticeship levy](#). If you pay the levy and want to employ an apprentice you'll need to:

- create an account
- add organisations

### Hiring and training an apprentice

Become a training provider, recruitment and funding guidance, standards and assessment plans, how to register.

- [Employing an apprentice](#)
- [How to take on an apprentice](#)
- [Register of apprenticeship training providers](#)

- GOV.UK
- Register to manage your funds
- How it will work

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## What you'll need

Your levy funds are based on the levy amounts you declare to HMRC through your PAYE schemes.

To access your funds you will need:

- the Government Gateway login details for your PAYE schemes (ask your payroll department if you don't have access to this)
- your organisation's Companies House number or Charity number (only if your organisation has one)

[Can't find your Government Gateway details?](#)

Search for [your Companies House number](#) or [your Charity number](#)

**Do you have everything you need?**

- ☒ Yes, I have everything I need
- ☐ No, I don't have everything I need

Continue

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# Red and White Holdings PLC

## [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 transactions and forecast your funds.

## [PAYE schemes](#)

Add or remove PAYE schemes.

## [Find apprenticeship training](#)

Search for training providers, training frameworks and end-point assessors.

## Notice

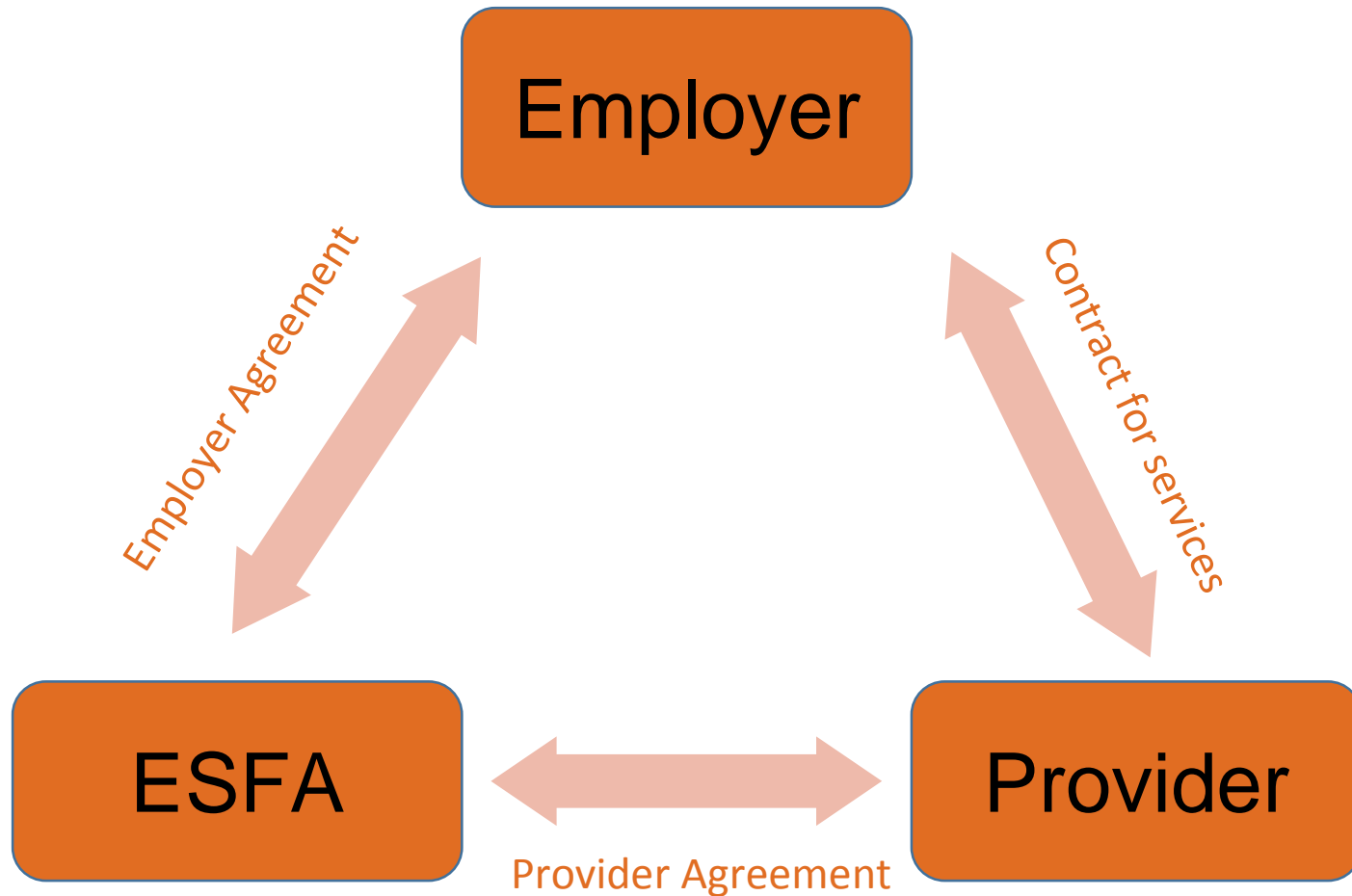
There is an SFA agreement that needs to be signed by the authorised person. You must [sign the agreement with SFA](#) in order to release your funds so that you can pay your training provider.



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# Agreements

# Agreements will be needed.....





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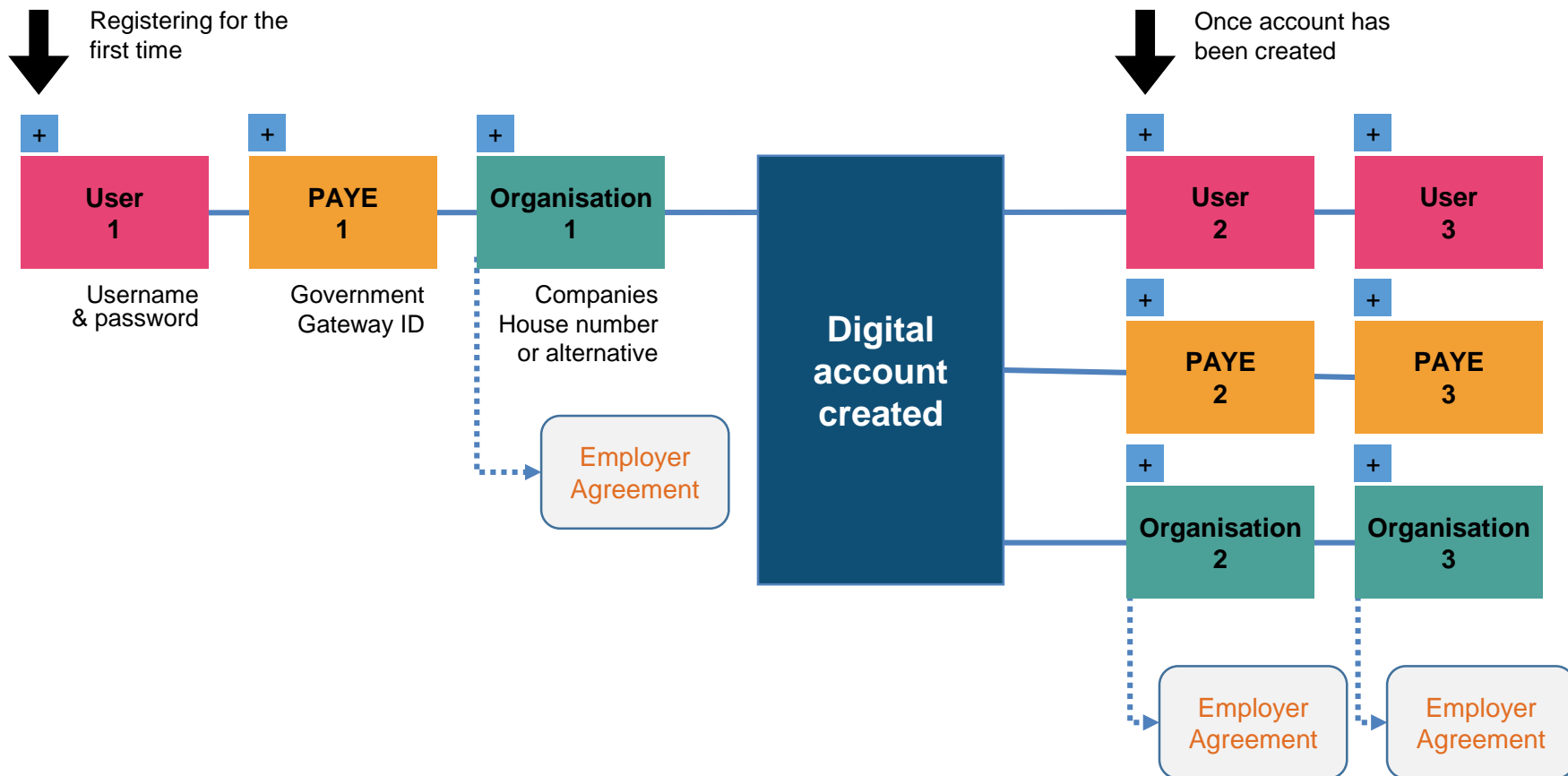
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# Structuring an account





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# Adding apprentices

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# 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.

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**[Apprentices](#)**

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[PAYE schemes](#)

# 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** >

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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](#)

# 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

**Apprenticeship training course**

**Planned training start date**

For example, 09 2017

Month Year

**Planned training finish date**

For example, 02 2019

Month Year

**Total agreed training cost (excluding VAT)**

For example, for £1,500 enter 1500

£

**Reference (optional)**

Add a reference, such as employee number or location - this can help identify this apprentice if you have more than one with the same name.

**End-point assessments**

At the end of each apprenticeship standard, an apprentice's knowledge, skills and behaviours are assessed by an independent end-point assessment organisation. Before the final gateway stage of the apprenticeship, we'll ask you to tell us which [end-point assessment organisation](#) you've chosen for this apprentice.

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

[Add](#)[Cancel](#)



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## Choose an option

- ☒ Approve and send to training provider
- ☐ Send to training provider to review or add details
- ☐ Save but don't send to training provider

[Continue](#)

[Cancel](#)


**Skills funding service**

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Welcome Jim, A-Training Provider      UKPRN:12345678      [Settings](#) [Sign out](#)

## Skills Funding Agency services

**Apprenticeship service**  
[Manage apprentices](#)

**SFA contracts and agreements**  
[View contracts](#)

**Subcontracting**  
[Make a new declaration](#)

Find out how this [service is performing](#).

**Apprenticeships**

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[Miss Vanessa Clyne](#) [Sign out](#)

## A-Training Provider

UK PRN: 10022856

**Your cohorts**  
 Review, edit, approve and add apprentices to new cohorts.

**Manage your apprentices**  
 View and update approved apprentice records.

# Apprenticeships

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## Review your cohort

1

Apprentice

0

Incomplete record

£27,000

Total cost

**Employer:** Red and White Holdings PLC

**Cohort reference:** 6VYY9V

**Status:** New request

**Note:**

1 x Aerospace engineer at level 6 for approval

[Continue to approval](#)

[Add an apprentice](#)

[Bulk upload apprentices](#)

**1 x Aerospace engineer, Level: 6**

Training code: 37

Name	Unique learner number	Date of birth	Training dates	Cost	
John Smith	–	1 Jan 2001	May 2017 to May 2020	£27,000	<a href="#">Edit</a>

[Delete cohort](#)



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# Editing apprentice details

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## Manage your apprentices

### Status



- ☐ Live
- ☐ Stopped
- ☐ Paused

### Alerts



- ☐ No action needed

### Training Courses



- ☐ Aerospace engineer, Level: 6 (Standard)
- ☐ Boatbuilder, Level: 3 (Standard)
- ☐ Hair Professional, Level: 2 (Standard)
- ☐ Nuclear scientist and nuclear engineer, Level: 6 (Standard)

### Provider



Name	Date of birth	Status	Alerts
Alan Barker	1 Dec 1980	Live	<a href="#">View</a>
April Kennedy	6 Jun 2000	Live	<a href="#">View</a>
David Smith	4 Oct 1998	Live	<a href="#">View</a>
Denise Smith	6 Jul 1997	Live	<a href="#">View</a>
John Smith	1 Jan 2001	Live	<a href="#">View</a>
Julia Brown	6 Jun 1920	Paused	<a href="#">View</a>
Nick Wallace	1 Feb 2000	Live	<a href="#">View</a>
Nicola Jones	3 Oct 1998	Live	<a href="#">View</a>
Paul Twine	1 Jan 1998	Live	<a href="#">View</a>

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## John Smith

Status

Live

[Edit status](#)

### Overview

Training provider

A-Training Provider

Cohort reference

6VYY9V

### Apprentice

[Edit](#)

Name

John Smith

Date of birth

1 Jan 2001

Apprenticeship training course

Aerospace engineer, Level: 6  
(Standard)

Training start date

1 May 2017

Training end date

1 May 2020

Total cost of training

£27,000

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# Change apprentice status

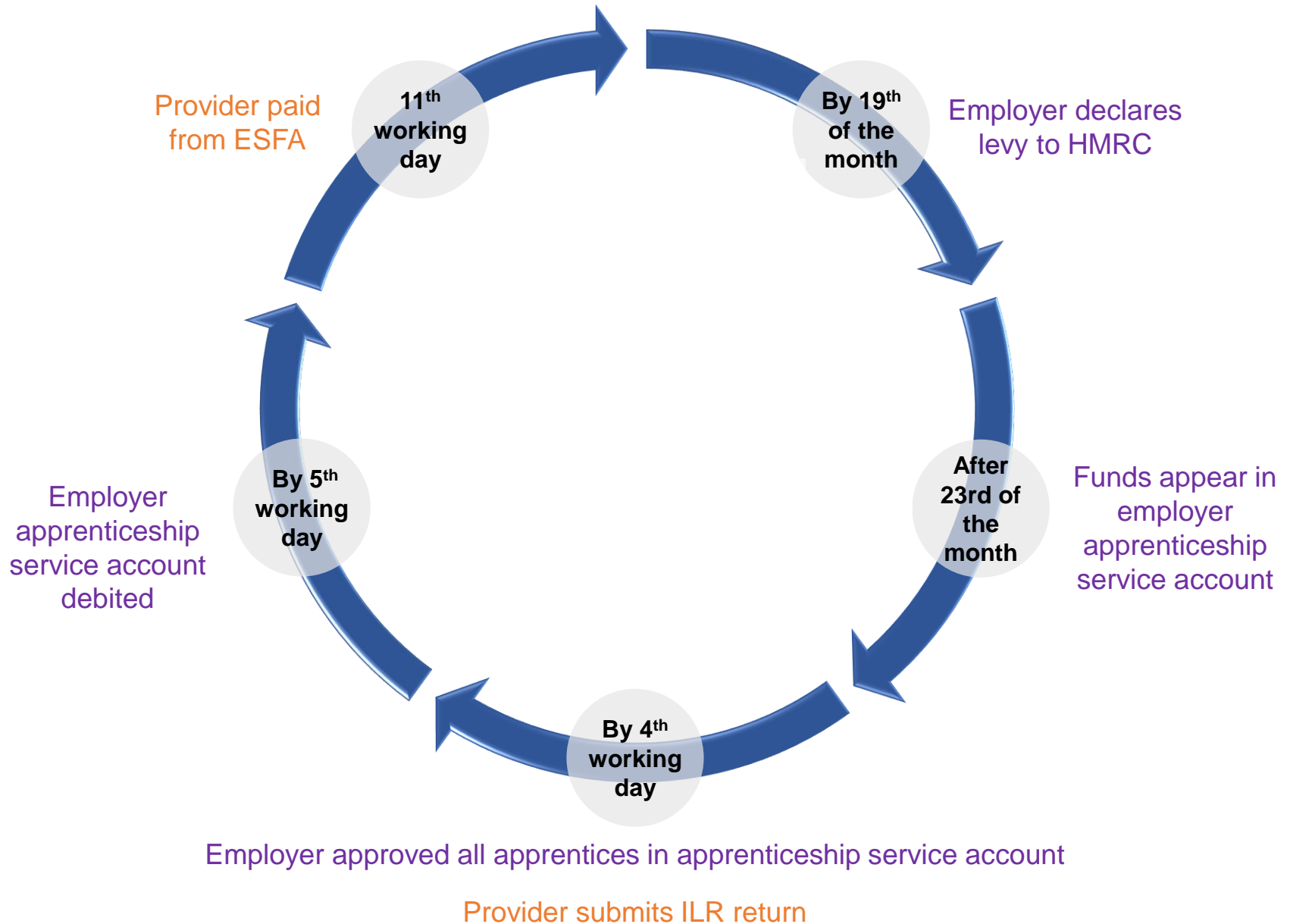
What status change do you want to make?

- ☐ Pause
- ☒ Stop
- ☐ Don't change the status

[Continue](#)



# Employer and provider payment cycle





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# Feedback and recent developments

# Feedback and developments



**BETA**

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## Help us improve this service

[Take our 3 minute survey](#) so that we can improve this service.

Take the survey

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# Set payment order

The training provider listed first will be paid first from your available funds.

1.
2.

[Save and continue](#)

[Cancel and return](#)

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Dear

There are 7 apprentices from **Red & White Holdings PLC** that need your attention:

- 4 with changes for review
- 3 with requested changes

It's important that you look at these as soon as possible - if you don't, your training provider may not be paid from your available funds.

To view the apprentices, you'll need to sign in to your apprenticeship service account at: <https://manage-apprenticeships.service.gov.uk/accounts/MBDJWM/apprentices/manage/all?RecordStatus=ChangesForReview&RecordStatus=ChangeRequested>

Kind regards,

Apprenticeship service team

# Information online

- Employers can register to manage their apprenticeship funds  
<https://www.gov.uk/guidance/manage-apprenticeship-funds>
- Follow [@ESFADigital](#)
- Education and Skills Funding Agency Digital Blog  
<https://sfadigital.blog.gov.uk/>
- Set up web alerts from [GOV.UK](#)

# Support

Contact us:

- By phone: 08000 150 600
- By email: [Helpdesk@manage-apprenticeships.service.gov.uk](mailto:Helpdesk@manage-apprenticeships.service.gov.uk)  
Available : 8am – 10pm (everyday)

Employers Contact HMRC

- HMRC Employer Helpline on 0300 200 3200
- HMRC Government Gateway Helpline on 0300 200 3600

Other provider queries

- [servicedesk@sfa.bis.gov.uk](mailto:servicedesk@sfa.bis.gov.uk)



# Future Apprenticeships Webinars:

Nov 7 Degree level apprenticeships – policy and practice

Jan Policy update on DAS

Feb SEND for governors/senior leaders

March Gateway - EPA



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