# Receiving Employer guidance
# **Apprenticeship levy transfer process**
## Setting up an Apprenticeship Service account to receive Levy Transfer

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## Where can I get help?

**You can get help from the National Apprenticeship Service helpdesk at:**

**Telephone:** 0800 015 0600 **- Select 'option 1',** then **'option 2'** *(Open: 8am- 10pm Monday to Sunday)*

**Email:** helpdesk@manage-apprenticeships.service.gov.uk

# Step by Step Guidance for Receiving Employer
## Setting-up an Apprenticeship Service account to receive a Levy Transfer

## Preparation for receiving a levy transfer

As a non-levy payer, it is possible to have apprentices in your workforce as the cost of the apprenticeship training is subsided. As a small employer, you would contribute 5% of the overall cost of training with the rest funded by the government. However, this currently limits the choice of apprenticeship training providers you can use, and therefore the choice of apprenticeships available.

There is an alternative – which is to receive the full cost of the apprenticeship training from a levy paying employer. This route means that you don't need to contribute to the cost of the training, but you will need to work with the 'sending' employer. There needs to be an agreement in place between your organisations that will allow this employer to fund your apprentice(s).

In order to benefit from a levy transfer to fund your employee's apprenticeship training, it is important to recognise that there are some important administrative steps you need to follow prior to the apprenticeship starting with the training provider. This can seem time consuming, but once the apprenticeship service account is in place and your apprentice has commenced training, there is very little to do.

==The steps outlined in this guidance must be fully completed before your apprentice can start their training.==
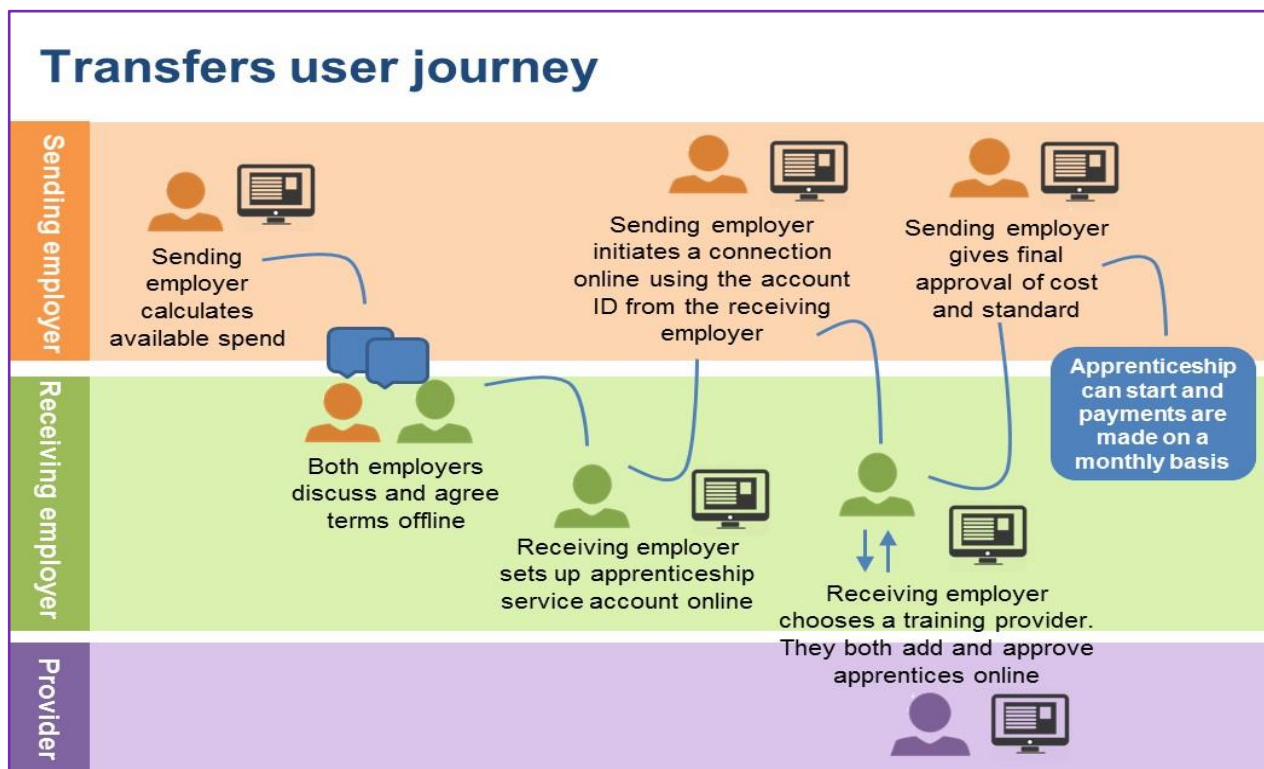


Note that this guidance is written from the "receiving employer" perspective.

1. The information you need before you start:
   - The organisation's Government Gateway ID and Password.
     - This may have been set up previously to manage your organisation's tax returns and PAYE, and could be held by your Partners, Business Manager or your organisations' accountant.
     - If your organisation does not have a Gateway ID, go to step 2 in this guide
     - If your organisation already has a Gateway ID, go directly to step 3 in this guide.
   - The organisation's company number or charity number
   - Follow this link to find out what you need to know before setting up your apprenticeship service account: https://sfadigital.blog.gov.uk/2019/01/24/things-you-need-before-setting-up-your-apprenticeship-service-account/

2. Set up a Government Gateway ID if your organisation *does not* already have one:
   - Locate the embedded link within the **'HMRC Services'** section and select **'Get access to all HMRC online services'**
   - Select **'sign in'**
   - Select **'Create sign in details'**
     https://www.access.tax.service.gov.uk/login/signin/creds

   > **For set-up process assistance contact the HMRC Government Gateway team on:**
   >
   > **Telephone:** 0300 200 3600 - **Select 'Option 3'**, then **'1'**
   > **Online contact form:** https://www.tax.service.gov.uk/contact/contact-hmrc-unauthenticated?service=scp

3. Open the Apprenticeship Service (AS) Account
   - Use this link to open the AS account registration form:
     https://accounts.manage-apprenticeships.service.gov.uk/service/index
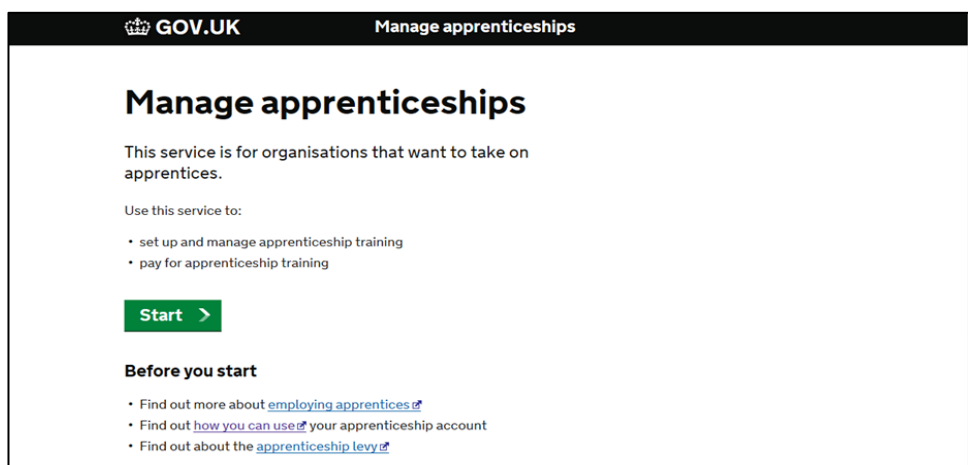
   

   - The system will prompt you throughout the process.
     - If you are setting up an 'AS' account for the first time, **select "no"**
     - If you have previously used the service, **select "yes"**

- If you have any problems at this stage, you **can get help from the National Apprenticeship Service helpdesk at: 0800 015 0600 or email:** [helpdesk@manage-apprenticeships.service.gov.uk](mailto:helpdesk@manage-apprenticeships.service.gov.uk)



- Select the relevant option, and press continue.

Get set up as a user

First name

Last name

Email
We'll send you an email to confirm your identity.

Create new password
Password requires upper and lowercase letters, a number and at least 8 characters.

Confirm password

By continuing you accept the terms and conditions.

Set me up

This needs to be someone senior in the GP Practice, with decision making responsibility and the authority to sign legal agreements and contracts.

*You can add more administrators at a later stage*

- The system will then ask for you to complete a security check, which will be emailed to the address that you have supplied**.**



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We've sent you an email
To confirm your identity, we've sent a code to

Confirm your identity

Enter code

Continue
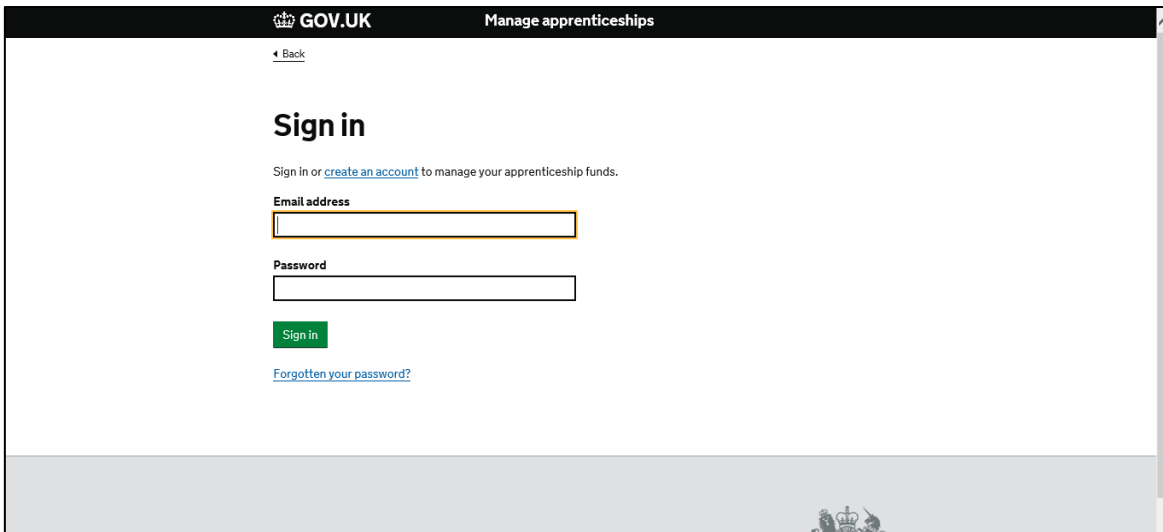
Not received an email?
You can request another email

A code will be emailed to you. Add this to verify your identity.
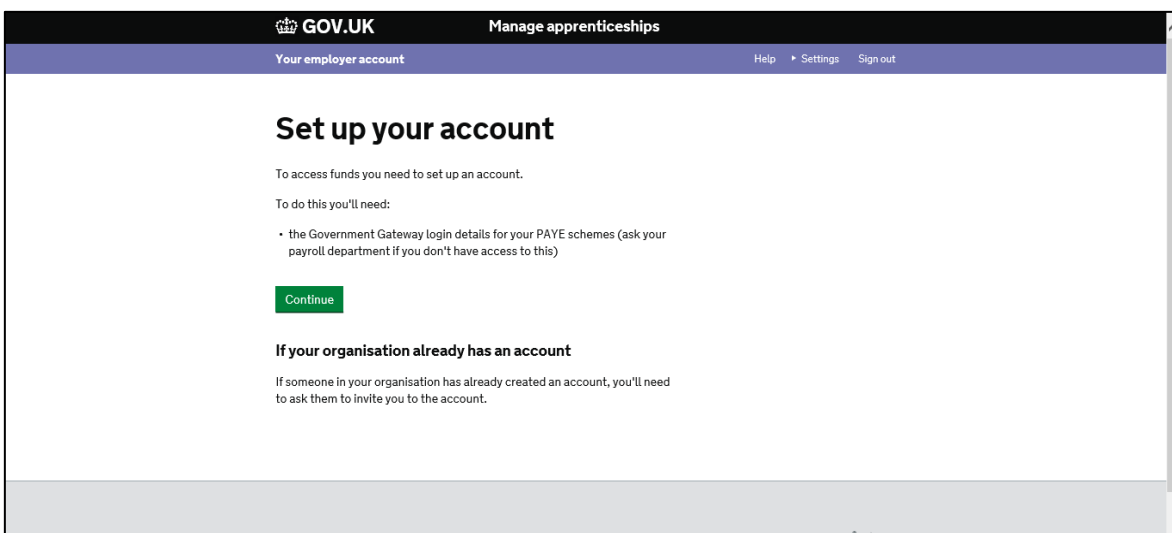
- Retain this information for future reference.
- You are now able to sign-in to the Apprenticeship Service

## 4. Setting up your Apprenticeship Account to receive a levy transfer

- Using the previously set up credentials, sign in to your apprenticeship service account.
- It is advisable to save this web page to the favourites within your web browser.





- Enter the correct PAYE government gateway information into the apprenticeship service account.
- This will allow HMRC to verify the link to your payroll for your organisation and allow you to receive the levy transfer funding.
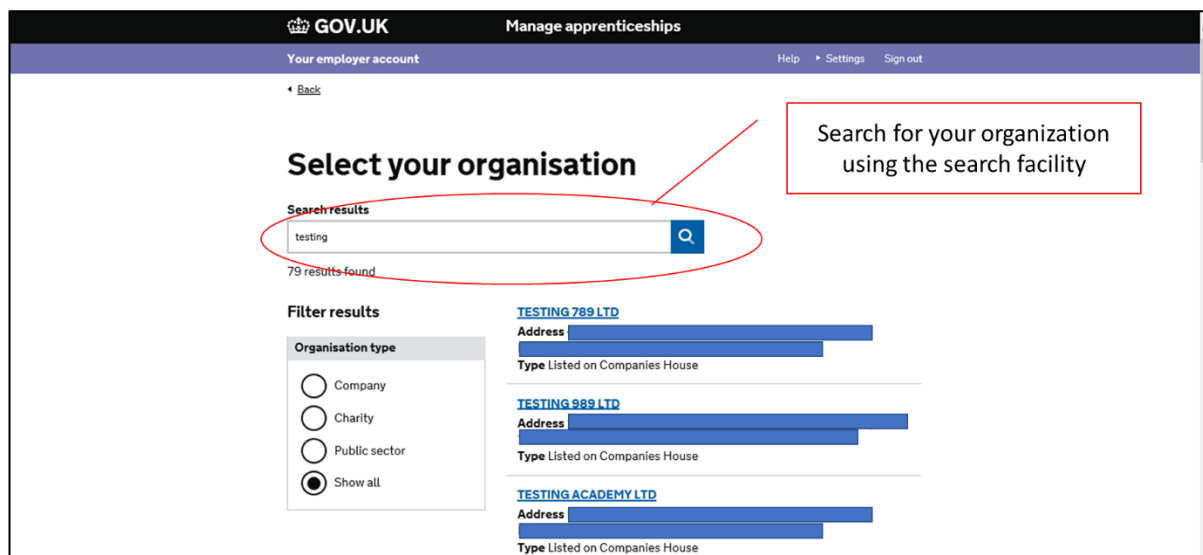
- Select the correct organisation. On subsequent screens it should be possible to link your Government Gateway ID to the organisation.
- When you are happy that all details have been added correctly, press continue.
- Once this form has been completed, the National Apprenticeship Service will provide you with an Apprenticeship Service (AS) unique 6-character reference number and an Account user ID to access the account.
- Keep these details safe for future reference

5. Creating the link to the organisation who is transferring the funding for your apprentice

    *NB. This step is undertaken by the organisation who will be transferring the Levy to support your apprentice. This organisation is known as the "Sending" organisation.*

- You need to provide the unique 6-character AS 'Account ID' for your organisation to the "sending" organisation (not the account number). This is to allow them to create the link between them as a "sender" of levy funds and your organisation as a "receiver" of levy funds on your behalf. It is usually best to speak to your contact at the sending organisation so that you can work together to set up this link.
- Your Account ID can be found on the Home Page of your Apprenticeship Account.
- When the "sending" organization has created the request to link with your organization, a task will appear in the "tasks" tab on the Home Page of your apprenticeship account.
- In order to establish the link for funding to flow into your apprenticeship account, you will need to accept this request.

## 6. Your AS Account



The unique 6-character reference for your organisation will be displayed on the Home page of your Apprenticeship Service account

The Task and Activity tabs always acts as the prompt for you to take actions and carry out next steps.
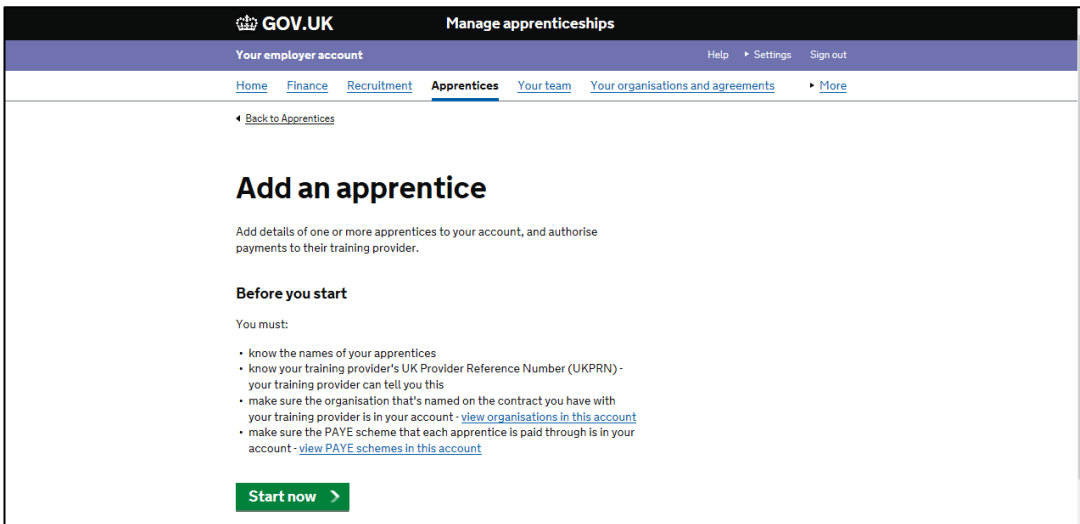
Note that it isn't always obvious what is needed, so get into the habit of checking these tabs regularly.

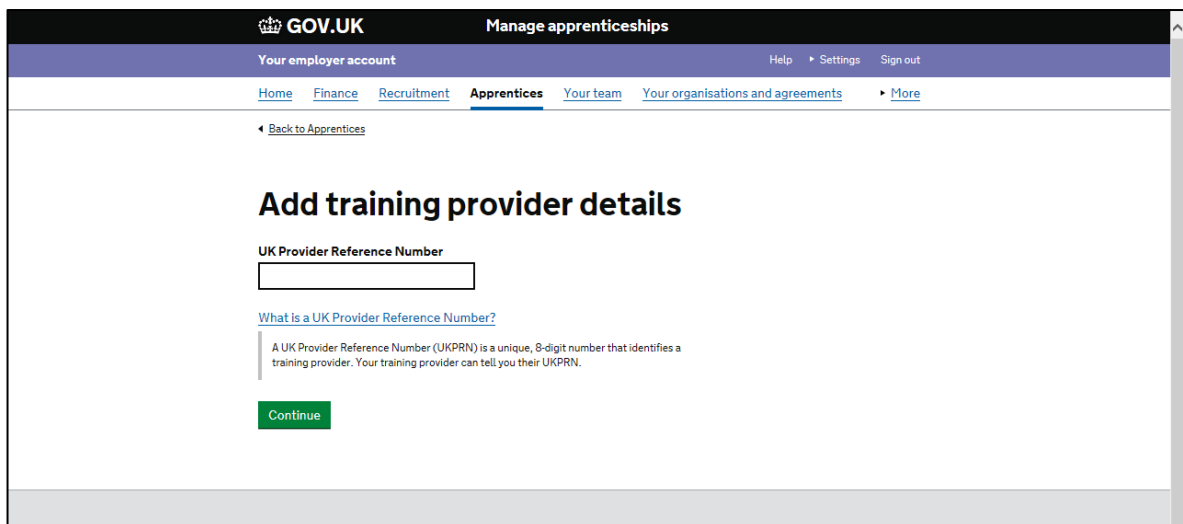## 7. Adding your Apprentices to your Account:



Select the "Apprentices" tab

Open the "Add an Apprentice" link. This is where your apprentice's information will be stored

- Select the training provider.
- The training provider will be able to provide you with their UKPRN (United Kingdom Provider Reference Number).
- This is a unique code that every training provider on the official register (ROAPT) has; and is the code that allows the training provider to be paid for the training delivery.

- Once you have confirmed the training provider, the apprentices can be added.
- You can either:
  - Add the apprentices details yourself
  - Ask the training provider to add them on your behalf



*NB it is best to contact the training provider as soon as you have added this information to ensure that they are aware that you have added in some apprentice details.*

8.   Senior Account Holder and Senders approval:

- **Once the apprentice's details have been added, you will need the senior account holder to:**
  - *Agree to the contractual terms within the AS system.*

- **The 'Sending organisation' will need to:**
  - *Review and approve their financial commitment to support the apprentice via the Levy transfer.*

9. Final Account set up – commence training:



- **Once both** the **'Sending organisation'** and the **'Receiving organisation'** have **provided authorisation,** the **transfer is set-up** and **training can commence.**
- *Note that if you have more than one apprentice that will be funded by a levy transfer, you will need to repeat the "Add an Apprentice" process for each of them. This is to allow each apprentice to have a unique "Individual learner record" or ILR.*

**Contents of the "Manage Apprenticeship Funds" guidance**