

How to set up a digital service account and reserve apprenticeship funding

How to create an account to manage your apprenticeships

You need to create an apprenticeship account, then you will be able to get funding to pay for apprenticeship training and assessment costs.

You will use your account to:

- get apprenticeship funding
- find, save and manage training providers
- recruit apprentices
- add and manage apprenticeships

Before setting up your apprenticeship service account, you will need:

- 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

Create your account [HERE](#). You can also access step by step videos to help set up your account [HERE](#)

How to reserve funding

As a smaller employer, who does not pay the apprenticeship levy, you can reserve funds in the 'finance' section of your [apprenticeship service account](#). You can also give your training provider permission to reserve them on their behalf.

What you'll need

You will need to know:

- which apprenticeship standard the apprentice will be doing
- what month the apprenticeship training will start

You can watch this quick [YouTube video](#) which talks you through how to reserve funding.

When you can use reserved funds

The reserved funds are available to use from the month of the apprenticeship start date and the following 2 months. The reservation will expire at the end of the 3rd month if you do not use it.

Example

You choose January as the apprenticeship training start date. The funding reservation is valid for January, February and March and expires on 1 April. To stop the reserved funds from expiring, you need to add apprentice details.

You can only have a combination of up to 3 'active' or 'used' reservations at any time.