

An employer's guide to the digital apprenticeship service

A new digital service will be available for employers early next year.

1

Plan your apprenticeship programme

Estimate how much funding you will have to spend on apprenticeships

2

Choose apprenticeship training and assessment

Find the right type of apprenticeship training for your business

Choose a training provider

Choose who will assess your apprentice at the end of their apprenticeship

3

Advertise a vacancy to recruit an apprentice

Work with your training provider to post an apprenticeship opportunity

If you are a **levy paying employer**, carry on to steps 4 and 5.

If you are a **non-levy paying employer**, work with your training provider to complete the next steps.

4

Manage the funding for your apprenticeship

Register securely to set up an employer account

View the current balance of your levy and any previous transactions

Forecast your funding available in the future

Find out support available if you don't have enough levy

5

Start a new apprenticeship contract

Agree how much you want to pay a training provider from your levy account

Manage payments to your training provider and see when they will be paid

Pause or stop a payment to your training provider

The digital service is coming soon.

Want to see how the digital service might work? Email DAS@bis.gsi.gov.uk to test the prototype and tell us what you think.

To find out more use our online guidance or contact our employer helpline:

Phone: 08000 150 600

Email: nationalhelpdesk@apprenticeships.gov.uk

Web: www.gov.uk/take-on-an-apprentice/overview