

Accessing Your Levy Funds with

1 If you have not already, register your Digital Apprenticeship Service account.

You can access this through : <https://manage-apprenticeships.service.gov.uk/>

Ensure you have set up a agreement, signed by your organisation and added PAYE schemes.

Click Apprentices to start the process.

2 Here you can add apprentices, view existing cohort requests or manage apprentices already approved for funding through your levy pot.

Click Add an apprentice to continue the process.

3 Confirm your organisation and connect with us through our UK Provider Reference Number.

10007938

4 At this point you have two options

- If you know all the details of the apprentice and wish to input them yourself, click option 1.

Details required:

- ⇒ Forename and surname
- ⇒ Date of birth
- ⇒ Apprenticeship programme
- ⇒ Agreed rate

- Alternatively, the Grimsby Institute Group are happy to input these details for you. For this service, click option 2. Your approval will be required before funds are released.

Grimsby Institute

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.

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.

Add training provider details

UK Provider Reference Number

10007938

[▶ What is a UK Provider Reference Number?](#)

Continue

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