

How to reserve apprenticeship funding

Small and medium enterprises now have access to The Apprentice Service, and are required to reserve funding for new starts on an apprenticeship Standard.

At the Grimsby Institute we want to be able to support you to use the service, and to be able to reserve and make optimum use of apprenticeship funding. We are able to reserve funds on your behalf, but in order to do this you must send us a request via an Apprenticeship Service account (TAS).

1. Visit this link to begin setting-up an apprenticeship account (https://accounts.manage-apprenticeships.service.gov.uk/service/index?_ga=2.179881062.312370710.1583936283-368568165.1580823152). The whole process only takes 2-3 minutes.

2. Registering an account requires your 'accounts office' and 'PAYE Scheme' reference numbers.

Set up as a user

If you already have an account [sign in](#)

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](#)

Add a PAYE Scheme

We need you to add the PAYE scheme for your organisation.

You can do this by using either of the following:

- the Government Gateway login for your organisation
- your accounts office reference number for your organisation

[Find your Government Gateway details](#)

[Find your accounts office and PAYE scheme reference numbers](#)

You can find your 13-character accounts office reference number on the letter HMRC sent you when you first registered as an employer. You will find your employer PAYE scheme reference in the payslip booklet HMRC provided. Contact HMRC or your accountant if you do not have access to the booklet.

You can add a PAYE scheme later if you need more time, we can still create your account for you.

- Use Government Gateway log in
- Use accounts office reference number and employer PAYE scheme reference. **You should only use this if your payroll for your organisation is under £3 million.**
- No, I'll do this later

i Before you continue, you must make sure you have authority to add PAYE schemes to the account for this organisation

[Continue](#)

3. Once registration is complete, you should be able to access the main dashboard page of your apprenticeship account.
4. Access the 'provider permissions' section of the account, and there will be an option to allow a training provider to reserve funding on your behalf. You will require our 'unique provider reference number' (UKPRN) which is **10007938**. You will also be required to select the month the apprentice will start, and to select the title of the required apprenticeship programme.
5. The system will then send a request to our compliance team, and we will enter details on your behalf to reserve apprenticeship funding.
6. After we have done this you will receive an email/request from the apprenticeship service asking you to review the details we have input on your behalf, giving you the opportunity to accept or decline our request for funding.
7. Providing details are correct, accept the request and we will 'double lock' to draw apprenticeship funding from the Education and Skills Funding Agency (ESFA).
8. If the apprentice does not begin or leaves the programme at any point, funding will cease.

If you have any issues setting up an account, we would be more than happy to guide you through the process. Please contact Grimsby Institute Apprenticeship team on 0800 012 6656.