

# How to add learners to the Apprenticeship Service

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## HAWK TRAINING

Life's Adventure is to Learn



# How to add learners to the Apprenticeship Service?

## STEP

# 1

Go to the Apprenticeship Service website:

<https://manage-apprenticeships.service.gov.uk/>

## STEP

# 2

Click the **start** button

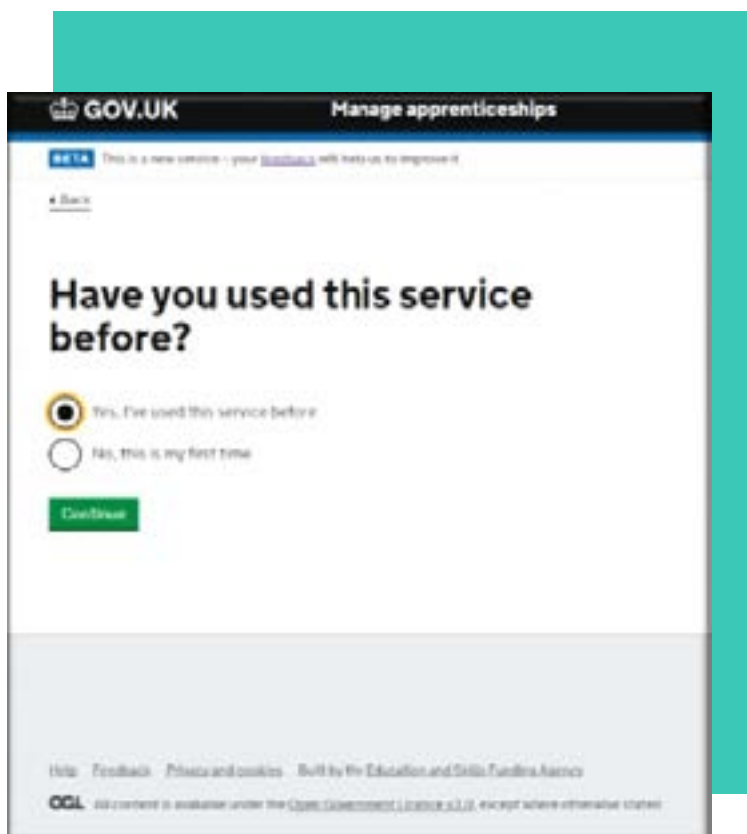


## STEP

# 3

If you've used the service before click yes, if not click no, however you will need the following details to set up your account, these are:

- The Government Gateway login details for your PAYE schemes - (ask your payroll department if you don't have access to this)
- Your organisation's Companies House number or Charity number (only if your organisation has one)



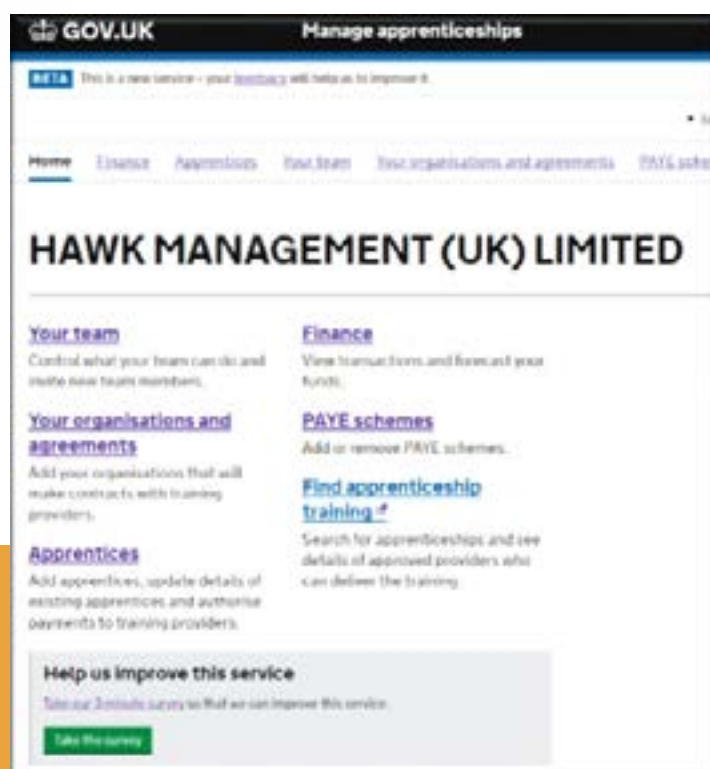
## STEP 4

Sign in with your designated email and password



## STEP 5

Once on the home screen click on Apprentices, then **Add an apprentice**



## STEP 6

Click **start now**

- your training provider can tell you this
- make sure the organisation that's named on the contract you have with your training provider is in your account - [view organisations in this account](#)
- make sure the PAYE scheme that each apprentice is paid through is in your account - [view PAYE schemes in this account](#)

**Start now** >



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## Choose organisation

Which organisation is named on the contract with the training provider for the apprentices you'd like to add?

☐ HAWK MANAGEMENT (UK) LIMITED

[What is a contract for services?](#)

Continue

STEP

7

Choose the correct organisation from the list for the apprentices you would like to add



STEP

8

Add Hawk's UKPRN: 10009600



We  
**INNOVATE**



We  
**LEARN**

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## Add training provider details

UK Provider Reference Number

10009600

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

Continue





## STEP 9

Click yes and confirm Hawk Management (UK) Limited (Trading as Hawk Training) as the training provider

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### Confirm training provider

UK Provider Reference Number '10009600' matches:

**HAWK MANAGEMENT (UK) LIMITED**  
UKPRN: 10009600

Is this the main provider of the apprenticeship training?

☒ Yes, use HAWK MANAGEMENT (UK) LIMITED

☐ No, change UK Provider Reference Number

[Continue](#)



## STEP 10

Select to add apprentices yourself and then forward to the provider (Follow 10.1-10.8) or select the option for the provider to add apprentices (Follow 10.9-10.11)

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### 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.

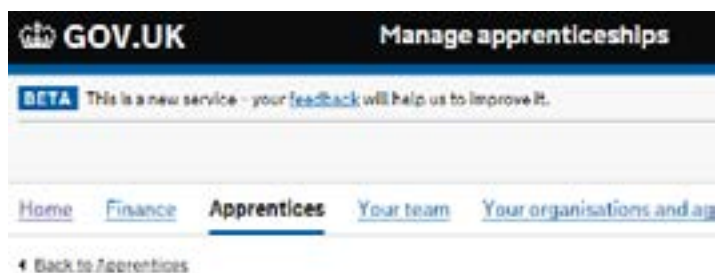
☐ I will add apprentices

☐ I would like my provider to add apprentices

[Continue](#)

I will add apprentices

I would like my provider to add apprentices



## STEP 10.1

If you select **'I will add apprentices'**

### 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

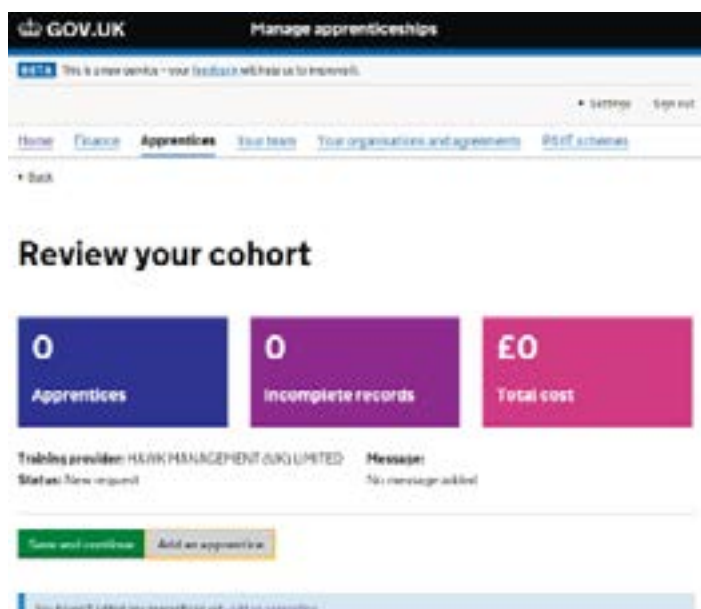
Continue



We  
**CONNECT**



And we  
**GROW**



## STEP 10.2

Click **'Add an apprentice'**



## STEP 10.3

Add all the apprentice's details as requested

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### Add apprentice details

You must add the apprentice's first and last names - fill in as many other fields as you can. You'll be able to return later to make changes or add more information.

You'll only be able to authorise payments for this apprentice once all the fields have been completed - either by yourself or your training provider.

First name

Last name

Date of birth

For example, 08 12 2001

11 characters remaining

#### End point assessments

If you've chosen an apprenticeship standard, we'll ask you to confirm the [apprentice assessment organisation](#) for this apprentice. We'll do this before the end of the apprenticeship.

Apprenticeship frameworks have different assessment arrangements and don't need end point assessments.

Add

[Cancel](#)

## STEP 10.4

Scroll down the page and click 'Add'.



## Review your cohort

1  
Apprentices

0  
Incomplete records

£2,500  
Total cost

Training provider: HAWK MANAGEMENT (UK) LIMITED    Message: No message added

Status: New request

[Save and continue](#) [Add an apprentice](#)

1x Accounting, Level: 2

Training code: 454-2-1

**1 apprenticeship above funding band maximum**  
The costs are above the £2,000 maximum value of the funding band for this apprenticeship. You'll need to pay the difference directly to the training provider - this can't be funded from your account.

Name	Date of birth	Training dates	Cost
Joe Bloggs	21 Apr 1992	May 2017 to May 2018	£2,000 <span>£25</span>

[Delete cohort](#)

## STEP 10.6

Choose 'Approve and send to training provider' and click Continue.

## STEP 10.5

This screen will detail the apprentice you have added in the previous screen, please now click 'Save and continue'.

## Choose an option

- ☒ Approve and send to training provider
- ☐ Send to training provider to review or add details
- ☐ Save but don't send to training provider

[Continue](#) [Cancel](#)

## STEP 10.7

You can now add a message to the training provider, then press send.

## Message for your training provider

Let **HAWK MANAGEMENT (UK) LIMITED** know what you'd like them to do next.

## Message (optional)

We have added Joe Bloggs to our Apprenticeship Service Account. We look forward to hearing from you in due course.

[Send](#)





## STEP 10.8

You should receive the following message telling you that the cohort has been sent for review, along with a cohort reference number. A representative of Hawk's Business Development team will contact you to confirm receipt of the cohort request.



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### Cohort approved and sent to training provider

Cohort reference	V07N8H
Sent to	HAWK MANAGEMENT (UK) LIMITED
On behalf of	HAWK MANAGEMENT (UK) LIMITED
Message	We have added Joe Bloggs to our Apprenticeship Service Account. We look forward to hearing from you in due course.

**What happens next?**

Your training provider will review your cohort and either confirm the information is correct or contact you to suggest changes.

[Return to your cohorts](#)

**Help us improve this section**

Take a 2 minute survey about adding apprentices so that we can improve the service.

[Take the survey](#)

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## 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

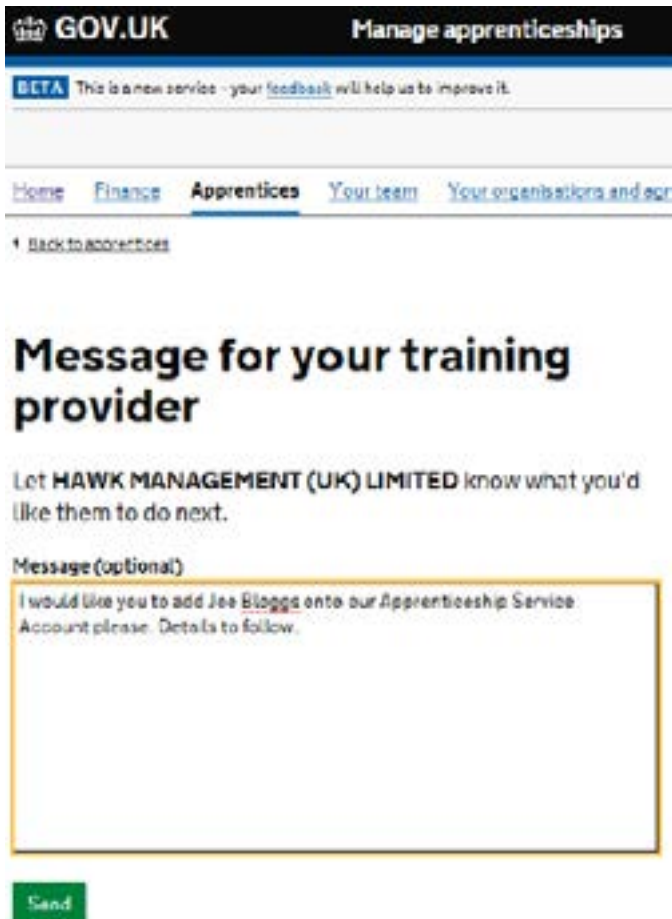
## STEP 10.9

If you select 'I would like my provider to add apprentices'.



## STEP 10.10

Send a message to the training provider detailing what you'd like them to do next.



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## Message for your training provider

Let **HAWK MANAGEMENT (UK) LIMITED** know what you'd like them to do next.

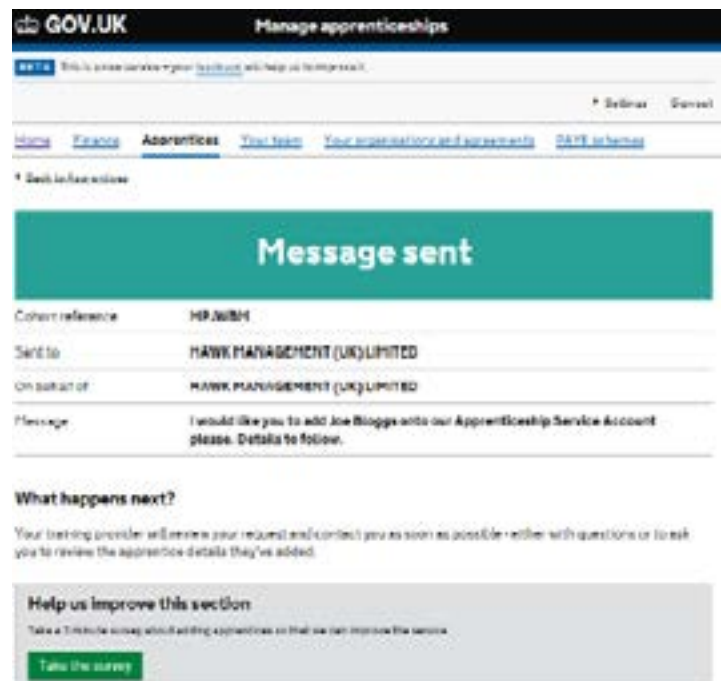
Message (optional)

I would like you to add Joe Bloggs onto our Apprenticeship Service Account please. Details to follow.

**Send**

## STEP 10.11

Send a message to the training provider detailing what you'd like them to do next.



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## Message sent

Cohort reference	HP/0001
Sent to	HAWK MANAGEMENT (UK) LIMITED
On behalf of	HAWK MANAGEMENT (UK) LIMITED
Message	I would like you to add Joe Bloggs onto our Apprenticeship Service Account please. Details to follow.

**What happens next?**

Your training provider will receive your request and contact you as soon as possible - either with questions or to ask you to review the apprentice details they've added.

**Help us improve this section**

Take a 1 minute survey about adding apprentices so that we can improve the service.

**Take the survey**





**Hawk Training, 4th Floor, Regal House, 70 London Road. Twickenham, TW1 3QS**

**020 8891 0992**  
**[www.hawktraining.com](http://www.hawktraining.com)**  
**[enquiries@hawktraining.com](mailto:enquiries@hawktraining.com)**

