

Setting up your Apprenticeship Service Account



30
YEARS
HAWK
TRAINING

Setting up your Apprenticeship Service Account

A step by step guide

This guide will support you to set up your own Apprenticeship Service account and is suitable for both apprenticeship Levy paying employers (annual PAYE over £3m) and Non-Levy employers, predominantly Small to Medium Size Employers. Once your account is set up, you will have more control of the way your apprenticeships are run and funded including:

- Reserve and manage your apprenticeship funding
- Receive and manage the new apprenticeship incentives
- Set permissions for your training provider to complete tasks on your behalf
- Find out what other apprenticeship standards are available for other parts of your business
- Select an appropriate End Point Assessment organisation
- Give real-time feedback on the quality of training provision you receive

To get your Apprenticeship Service account up and running, you need to follow these simple steps:

1. Create a user account using your name and a valid email address
2. Add a Pay as You Earn (PAYE) scheme on behalf of your organisation
3. Confirm your organisation details
4. Accept the employer agreement with the Education and Skills Funding Agency (ESFA)

Key information you need before you start to register

- A valid email address
- The Government Gateway login details (user ID and password) for your organisation - your payroll or finance department should have your organisation's Government Gateway details
- If your annual pay bill is less than £3 million, you can use the accounts office reference number and employer PAYE scheme reference number
- Authority to add PAYE schemes to the account
- Authority to accept the employer agreement on behalf of your organisation

For further information and guidance, please follow the video link below:

Video: [What you need to set up an apprenticeship service account.](#)

Timescales for registering apprentices

To ensure that everything runs smoothly for your apprentice, it is important that you complete the process on the Apprenticeship Service account within the following timescales:

- Ensure your Apprenticeship Service account is set up prior to learners being enrolled onto an apprenticeship
- Register the apprentice with your account within the month they are enrolled or give Hawk Training permission to add this information for you prior to you confirming
- Approve the apprentice within by the end of the month the learner/s are enrolled


Allocating access and account roles

Whilst registering your account, you also need to consider who you want to allocate access to and if required, give named individuals (within your organisation) permission to:

- Approve apprentice and apprenticeship data
- Approve costs for training which are agreed with the training provider and sending employer
- Reconcile payments to and coming from training providers
- Sign the agreement with the Education and Skills Funding Agency (ESFA)

STAGE 1: Registering your organisation on the Apprenticeship Service

If you have all the relevant information required (Government Gateway login details and Companies House registration number) you can set up as a new user on the Apprenticeship Service [here](#).

	Manage apprenticeships
Your employer account	Help

Create an account to manage apprenticeships

You need to create or [sign in](#) to an apprenticeship account, then you'll be able to get funding to pay for apprenticeship training and assessment costs.

You'll use your account to:

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


[Create account >](#)

For further step by step instructions to set up your account please see the links below:

Video: [Register an Apprenticeship Service account](#)

Guide: [How to register and use the Apprenticeship Service as an employer](#)

Start the registration process by getting set up as a user.

	Manage apprenticeships
---	------------------------

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](#)

If your organisation has already registered, please enter your email and password.



Manage apprenticeships

[Back](#)

Sign in

Sign in or [create an account](#) to manage your apprenticeship funds.

Email address

Password

Sign in

[Forgotten your password?](#)

Once you have signed in you will be presented with a screen similar to the one below with details specific to your organisation. From here you can navigate through your apprenticeships account.

Account ID: 9V6PBV

HAWK MANAGEMENT (UK) LIMITED

Apprenticeships

Manage your apprentices, advertise apprenticeships and set training provider permissions

[Apprentices](#)

Add apprentices, update details of existing apprentices, change training providers and authorise payments to training providers.

[Your training providers](#)

Add training providers and manage permissions to choose what they can do on your behalf.

[Your apprenticeship adverts](#)

Create adverts to post on Find an apprenticeship, view applications and view previous adverts.

[Find apprenticeship training](#)

Search for apprenticeships and see details of approved providers who can deliver the training.

Tasks

1 cohort request ready for approval

[View cohorts](#)

You can add and view members of your team.

If your company is made up of connected groups, you can add each organisation as required.

Your employer account

[Help](#) [Settings](#) [Sign out](#)

[Home](#) [Finance](#) [Adverts](#) [Apprentices](#) [Your team](#) [Your organisations and agreements](#) [More](#)

[Home](#) > [Your team](#)

Coronavirus (COVID-19): to find out how we can support you, including changes we're making to help your apprentices continue learning, [read our updated guidance](#).

Your team

[Invite a new member](#)

Invite members, control what they can do, remove members and cancel or resend invitations.

Name	What they can do	Status
Joanna Hayes joanna@hawktraining.com	Accept agreements, view information and manage PAYE schemes, organisations, apprentices and team members	Active View
Sarah Selvey Sarah@hawktraining.com	Accept agreements, view information and manage PAYE schemes, organisations, apprentices and team members	Active View
mallika arora mallika@hawktraining.com	Accept agreements, view information and manage PAYE schemes, organisations, apprentices and team members	Active View

You must sign the agreement to allow apprenticeship funds to be used.

The screenshot shows the 'Manage apprenticeships' page on GOV.UK. The header includes the GOV.UK logo, the title 'Manage apprenticeships', and navigation links for 'Your employer account', 'Help', 'Settings', and 'Sign out'. The main navigation bar lists 'Home', 'Finance', 'Adverts', 'Apprentices', 'Your team', 'Your organisations and agreements' (which is highlighted), and 'More'. Below the navigation bar, a breadcrumb trail shows 'Home > Your organisations and agreements'. A purple box contains a message about Coronavirus (COVID-19) support. The main heading is 'Your organisations and agreements'. Below this, there is explanatory text about adding organisations and a green 'Add an organisation' button. A table lists the organisations, with 'HAWK MANAGEMENT (UK) LIMITED' shown as 'Not yet accepted'. A link 'View all agreements' is provided. At the bottom, there is a link 'How transfers status is worked out'.

GOV.UK Manage apprenticeships

Your employer account Help Settings Sign out

Home Finance Adverts Apprentices Your team **Your organisations and agreements** More

Home > Your organisations and agreements

Coronavirus(COVID-19): to find out how we can support you, including changes we're making to help your apprentices continue learning, [read our updated guidance](#).

Your organisations and agreements

You must add each organisation that will contract with your training providers.

You can add as many [connected organisations](#) as you need to.

Transfers status: enabled.

[Add an organisation](#)

Organisation name	Latest agreement status
HAWK MANAGEMENT (UK) LIMITED	Not yet accepted View all agreements

[How transfers status is worked out](#)

Once funds have entered your account, you will be able to review your transactions.

The screenshot shows the 'Finance' section of the 'Manage apprenticeships' page. The header is the same as the previous screenshot. The main navigation bar highlights 'Finance'. Below the navigation bar, a breadcrumb trail shows 'Home > Finance'. The section heading is 'Finance'. There are four cards: 'Current funds', 'Funds spent since Mar 2020', 'Estimates', and 'Estimated planned spending for the next 12 months'. Each card has a bar chart and a numerical value. Below the cards, there is a link 'How accurate are the estimates?' and a paragraph explaining that estimates are based on details of the last levy payment and apprenticeship arrangements. At the bottom, there is a note: 'You should use additional financial information when planning how to spend your funds.'

GOV.UK Manage apprenticeships

Your employer account Help Settings Sign out

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Home > Finance

Finance

Current funds

Funds spent since Mar 2020

Estimates

Estimated planned spending for the next 12 months

Estimated total funding for the next 12 months (based on funds entering your Apprenticeship service account, including the 10% top up)

Estimated planned spending for the next 12 months

[How accurate are the estimates?](#)

Estimates are based on details we have about your last levy payment and apprenticeship arrangements, which may not be up-to-date.

You should use additional financial information when planning how to spend your funds.

Setting permissions for your training provider

You can add Hawk Training to your apprenticeship service account using their name or UK Provider Reference Number (UKPRN) and give them permission to manage tasks such as reserve funding, add apprentice records and create new vacancies.

Hawk Management (UK) Limited, trading as Hawk Training **UKPRN No is 10009600**

Please note, final employer approval is required for all tasks.

To add your training provider, sign into your apprenticeship service account.

GOV.UK

Manage apprenticeships

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Sign in

Sign in or [create an account](#) to manage your apprenticeship funds.

Email address

Password

Sign in

[Forgotten your password?](#)

From the home page, select **Your Training Providers**.

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Manage apprenticeships

Your employer account

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Coronavirus (COVID-19): to find out how we can support you, including changes we're making to help your apprentices continue learning, [read our updated guidance](#).

Account ID: 9V6PBV

HAWK MANAGEMENT (UK) LIMITED

Apprenticeships

Manage your apprentices, advertise apprenticeships and set training provider permissions

[Apprentices](#)

Add apprentices, update details of existing apprentices, change training providers and authorise payments to training providers.

[Your training providers](#)

Add training providers and manage permissions to choose what they can do on your behalf.

[Your apprenticeship adverts](#)

Create adverts to post on Find an apprenticeship, view applications and view previous adverts.

[Find apprenticeship training](#)

Search for apprenticeships and see details of approved providers who can deliver the training.

Tasks

1 cohort request ready for approval
[View cohorts](#)

If the provider name is not showing the employer will need to add Hawk Management (UK) Limited
Select yes

GOV.UK

Manage apprenticeships

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Your training providers

You can add a training provider, then set permissions to choose what they can do on your behalf.

Add a training provider

Training provider name	Permissions
HAWK MANAGEMENT (UK) LIMITED	Add apprentice records Recruit apprentices

[Change permissions](#)

[How permissions work](#)

Select **yes** to create a cohort and then **set permissions**.

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Manage apprenticeships

Your employer account

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Do you give HAWK
MANAGEMENT (UK)
LIMITED permission to add
apprentice records?

If your company does not pay the levy, this will also allow your training provider
to reserve apprenticeship funding on your behalf.

☒ Yes

☐ No

Continue

STAGE 2: Reserving apprenticeship funding for a new start

Reserving Apprenticeship funding

For all Apprenticeships starts from the 1st April 2021 (irrespective if you are claiming an incentive or not) you are required to reserve the funding for your apprentice to enable the learner to be funded for their apprenticeship programme. Without this funding being reserved the learner cannot be enrolled onto the apprenticeship programme.

Employers can grant the provider the permission to reserve apprenticeship funding on their behalf via the 'Provider Permissions' section on their account.

What is needed to reserve funding?

Information required to reserve funding:

- The apprenticeship expected start month. You will be given the next 3 months as options.
- The name of the apprenticeship standard (listed below)
- The cost of the apprenticeship standard per learner (listed below)

Apprenticeship training

Which apprenticeship training will the apprentice take?

Search for a course

This information can be changed later.

When will the apprenticeship training start?

The apprenticeship training can start anytime in the month you choose or the following 2 months.

☐ March 2021

☐ April 2021

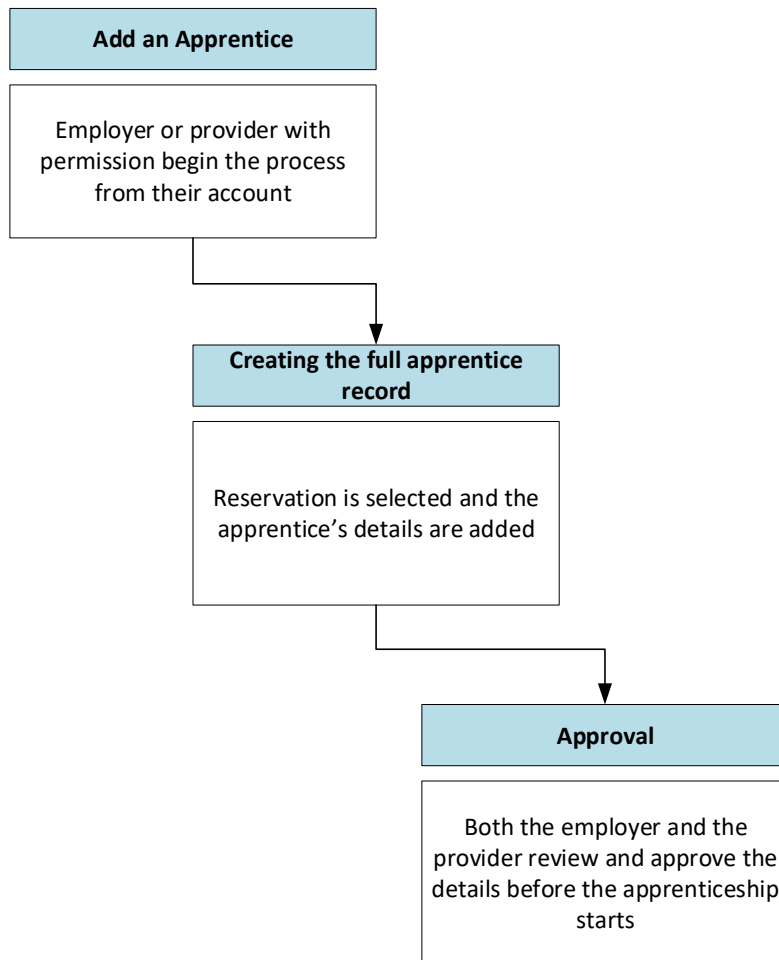
☐ May 2021

Save and continue


STAGE 3: Adding an apprentice to The Apprenticeship Service

Adding Apprentice details

A full apprentice record needs to be created to enable provider payments



Click on **Apprentices**

**Manage apprenticeships**

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[Home](#) > [Apprentices](#)

Apprentices

[Add an apprentice](#)

Add new apprentices or ask your training provider to add them.

[Apprentice requests](#)

Review, edit, approve and add more apprentices.

[Manage your apprentices](#)

View approved apprentices, update details of existing apprentices, change training providers or stop and pause payments to training providers.


[Set payment order](#)

View and change the order in which your providers are paid from your available funds.

[Report public sector apprenticeship target](#)

Submit data on your progress towards the public sector apprenticeship target

Click on **Add an Apprentice**



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Apprentices

[Add an apprentice](#)

Add new apprentices or ask your training provider to add them.

[Apprentice requests](#)

Review, edit, approve and add more apprentices.

[Manage your apprentices](#)

View approved apprentices, update details of existing apprentices, change training providers or stop and pause payments to training providers.


[Set payment order](#)

View and change the order in which your providers are paid from your available funds.

[Report public sector apprenticeship target](#)

Submit data on your progress towards the public sector apprenticeship target

Read the requirements to enable you to start adding, click start now



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Back to Apprentices

Add an apprentice

Add details of one or more apprentices to your account, and authorise payments to their training provider.

Before you start

You must:

- know the names of your apprentices
- know your training provider's UK Provider Reference Number (UKPRN) - 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

Add training providers details,

Please note: The UKPRN for Hawk Management (UK) Limited, Hawk Training is 10009600

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Add training provider details

UK Provider Reference Number

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

A UK Provider Reference Number (UKPRN) is a unique, 8-digit number that identifies a training provider. Your training provider can tell you their UKPRN.

Continue

Confirm Hawk Training.

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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

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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

We would recommend you give us permission to add your apprentices, by selecting **I would like my provider to add apprentices**.

We will then complete this administration for you and you will be given notification to confirm the learners being added and funding being claimed for.

If you choose to add the details yourself, you can do so by starting to create a cohort. See instructions below.

If you don't know all the details, fill in what you can. As a minimum you will need to add the **apprentices name** and **date of birth**.

You may also be able to add information such as - the estimated start month of the apprenticeship, and the name of the apprenticeship standard they will be working towards.

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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

Training provider
HAWK MANAGEMENT (UK) LIMITED

Apprentice name
First name

Last name

Date of birth
For example, 31 3 1980
Day Month Year

Apprenticeship training course

Start typing the name of the course or choose an option from the list

Please select an option

Planned training start date

For example, 09 2017

Month Year

Planned training end date

For example, 09 2019

Month Year

Total agreed apprenticeship price (excluding VAT)

Enter the price, including any end-point assessment costs, in whole pounds.

For example, for £1,500 enter 1500

Reference (optional)

Add a reference, such as employee number or location - this won't be seen by the training provider

End-point assessments

We'll ask you to confirm the [apprentice assessment organisation](#) for this apprentice. We'll do this before the end of the apprenticeship.

Save and continue

Choose Approve and sent to training provider and click confirm

Approve apprentice details

Organisation: HAWK MANAGEMENT (UK) LIMITED

Reference: 97R74P

Message from HAWK MANAGEMENT (UK) LIMITED:

No message added.

1 x Early years educator, Level: 3 (Standard)

Name	Date of birth	Training dates	Price	
mallika arora	12 Nov 1996	Mar 2021 to Sep 2022	£6,000	Edit
				Delete

Total apprenticeship training price (excluding VAT) **£6,000**

[Add another apprentice](#)

[Delete this group](#)

Approve these details?

☐

Yes, approve and notify training provider

☐

No, request changes from training provider

Save and submit

Option to message us regards to this.

Approve these details?



Yes, approve and notify training provider

Leave HAWK MANAGEMENT (UK) LIMITED a message (optional)




No, request changes from training provider

Save and submit

[Save and exit](#)

You will get notification of the approval sent.

 GOV.UK

Manage apprenticeships

Your employer account

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Apprentice details approved and sent to training provider

Reference	DRXR98
Training provider	HAWK MANAGEMENT (UK) LIMITED
Approved by	HAWK MANAGEMENT (UK) LIMITED

What's next?

Your training provider will review these apprentice details and either confirm the information is correct or contact you to suggest changes.

[Go back to view apprentice records.](#)

Help us improve this section

Take a 3 minute survey about adding apprentices so that we can improve the service.


Take the survey

STAGE 4: How to apply for an incentive payment for hiring a new apprentice

NOTE: This is for all apprentice new hires with a contract and apprenticeship start date between 1st April 2021 and 30th September 2021.

- Before you can move forward with this, you need to make sure you have signed the most up to date Apprenticeship Service declaration.
- Only you the employer can make the application for the apprenticeship incentive. We as the training provider cannot do this on your behalf.

Scroll to the **Finances** section on the home page.

**Manage apprenticeships**

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Coronavirus (COVID-19): to find out how we can support you, including changes we're making to help your apprentices continue learning, [read our updated guidance](#).

Account ID: 9V6PBV

HAWK MANAGEMENT (UK) LIMITED

Apprenticeships

Manage your apprentices, advertise apprenticeships and set training provider permissions

Tasks
1 cohort request ready for approval
[View cohorts](#)

Apprenticeships
Add apprentices, update details of existing apprentices, change training providers and authorise payments to training providers.

Your apprenticeship adverts
Create adverts to post on Find an apprenticeship, view applications and view previous adverts.

Your training providers
Add training providers and manage permissions to choose what they can do on your behalf.

Find apprenticeship training
Search for apprenticeships and see details of approved providers who can deliver the training.

Click on **Apply for the hire a new apprentice payment**.

Finances

Manage your apprenticeship funds

[Your finances](#)

View your financial transactions, connect with other employers and send or receive transfer funds.

[Your hire a new apprentice payments](#)

Apply for the payment, view applications and change your payment details.

Read the guidance and information carefully to check that you are eligible for the incentive.

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Manage apprenticeships

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BETA

This is a new service – your [feedback](#) will help us to improve it.

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HAWK MANAGEMENT (UK) LIMITED

Hire a new apprentice payment

Apply for the payment and view HAWK MANAGEMENT (UK) LIMITED's applications.

[Apply for the hire a new apprentice payment](#)

You can apply for the payment if HAWK MANAGEMENT (UK) LIMITED hires new apprentices from 1 August 2020 to 31 March 2021.

[View applications](#)

View HAWK MANAGEMENT (UK) LIMITED's applications and estimated payments.

Click **Start now**.

Before you start

You'll need:

- to add the apprentices you want to apply for to the apprenticeship service account
- HAWK MANAGEMENT (UK) LIMITED's bank details (someone else from HAWK MANAGEMENT (UK) LIMITED can add them later)

! If you're applying for apprentices with a start date from 1 February 2021, HAWK MANAGEMENT (UK) LIMITED needs to [sign a new employer agreement](#).

Start now >

Click **Yes** and **Continue**.

GOV.UK

Manage apprenticeships

Your employer account

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BETA

This is a new service – your [feedback](#) will help us to improve it.

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Does HAWK MANAGEMENT (UK) LIMITED have apprentices who are eligible for the payment?

HAWK MANAGEMENT (UK) LIMITED cannot apply for an existing employee who joined their organisation before 1 August 2020, even if they started an apprenticeship after this date.

HAWK MANAGEMENT (UK) LIMITED can only apply for new apprentices who joined their organisation from 1 August 2020 to 31 March 2021.

☒ Yes ☐ No

Continue

Select the apprentices you want to apply for. Remember, you can only apply for the apprentices who started their contract of employment from 1st August 2020 to 31st September 2021.

NOTE: The ESFA may audit this at random, and you would be expected to provide the necessary evidence to prove this.

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Which apprentices do you want to apply for?

We're showing the apprentices in the account with a start date from August 2020 to March 2021. We're not showing any apprentices that have an application.

Only select new apprentices who joined HAWK MANAGEMENT (UK) LIMITED from 1 August 2020 to 31 March 2021.

! Do not select existing employees who joined HAWK MANAGEMENT (UK) LIMITED before 1 August 2020, even if they started an apprenticeship after this date.

Select all that apply

☐ Saoirse Earles (██████████)
November 2020 (apprenticeship start date)
Customer service practitioner, Level: 2 (Standard)

Continue

Check the summary screen to make sure only eligible apprentices are listed and confirm.

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Confirm apprentices

1 apprentice
£2,000 estimated total payment

Apprentice	Apprenticeship start date	Course
Saoirse Earles ULN: ██████████	November 2020	Customer service practitioner, Level: 2 (Standard)

[Change which apprentices you want to apply for](#)

! All apprentices must have joined HAWK MANAGEMENT (UK) LIMITED from 1 August 2020 to 31 March 2021.

Confirm

Read the declaration and then click **Confirm**

You will then be directed to begin adding your company and bank details into the system. You can either do this now or save and add these details at a later date. If you don't have the details to hand you will be directed to an 'Application Saved' screen.

We need your organisation's bank details

You must add your organisation's bank details, so that we can make the hire a new apprentice payment.

You'll need to give us your organisation's:

- legal name, registered address and contact details
- Companies House number (if your organisation has one)
- remittance email address
- finance director or finance lead's contact details
- bank account details

Can you add your organisation's bank details now?

If you do not have these details, someone else from your organisation can add them later.

☒ Yes ☐ No

[Continue](#)

Help Feedback Privacy Cookies Built by the Education and Skills Funding Agency

Application saved

We've saved the apprentices that you want to apply for.

What happens next

We've sent you an email with the link to [add your organisation's bank details](#). We'll complete your application after you add the details.

When you've added the bank details

You're eligible for the first payment after the apprentice completes 90 days of their apprenticeship training and the second payment after 365 days.

Before we can make a payment, we need your training provider to confirm whether the apprentice is still on their apprenticeship. Training providers usually submit information about their apprentices at the start of every month.

If you do have your bank details available, you can complete these now. Click **Yes** and **Continue**.
NOTE: You can only use one set of bank details per Apprenticeship Service account.

We need your organisation's bank details

You must add your organisation's bank details, so that we can make the hire a new apprentice payment.

You'll need to give us your organisation's:

- legal name, registered address and contact details
- Companies House number (if your organisation has one)
- remittance email address
- finance director or finance lead's contact details
- bank account details

Can you add your organisation's bank details now?

If you do not have these details, someone else from your organisation can add them later.

☒ Yes ☐ No

[Continue](#)

Help Feedback Privacy Cookies Built by the Education and Skills Funding Agency

Before you start, make sure you have all the information you will need to hand. Click **continue**.

The screenshot shows the 'Manage apprenticeships' page on the GOV.UK website. The page title is 'Add your organisation's bank account details'. It includes a 'BETA' notice and a 'Help' button. The main content area contains the following text:

We need your organisation's bank account details, so that we can make your hire a new apprentice payment.

You can only add one bank account for your organisation. We'll use this account to make all of your payments.

Before you start

You'll need to give us your organisation's:

- legal name, registered address and contact details
- Companies House number (if your organisation has one)
- remittance email address
- finance director or finance lead's contact details
- bank account details

We may contact someone from your organisation to verify the information you provide.

A green 'Continue' button is located at the bottom left of the main content area, and a 'Help' button is at the bottom right.

This screenshot is identical to the one above, showing the 'Add your organisation's bank account details' page. The 'Continue' button is now highlighted in green, indicating it is the next step in the process.

You will be directed to a new set of screens requesting information about your organisation and bank details. Click **continue**.

The screenshot shows the 'Provide organisation information about your banking and payments to DfE' page on the GOV.UK website. The page title is 'Provide organisation information about your banking and payments to DfE'. It includes a 'BETA' notice and a 'Continue' button. The main content area contains the following text:

You can use this service to add or change your organisation's details. We'll use these details to make payments to your organisation, or if we need to contact you.

If you have any queries please contact the DfE Standing Data team directly by emailing DfE.StandingData@education.gov.uk

A green 'Continue' button is located at the bottom left of the main content area.

Add your organisation's name – ensuring you use the legal entity.

- Add your organisation's telephone number. (The preference is to include a landline number. Do not include any spaces in the telephone number. Failing this you can include a mobile phone number).

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BETA This is a new service - your feedback will help us improve it.

Provide organisation information about your banking and payments to DfE

[Introduction](#) [Organisation details](#) [Non banking information](#) [Bank details](#)

[Form submitter details](#) [Summary](#)

Provide organisation details

Organisation name

Is this your organisation's legal name?

☐ Yes ☐ No

Telephone number

[Help with telephone number](#)

Does your organisation have a Companies house number?

☐ Yes ☐ No

Is your organisation registered for VAT in the UK?

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Provide organisation details

Organisation name

ESFA Ltd

Is this your organisation's legal name?

☒ Yes ☐ No

Telephone number

[Help with telephone number](#)

Does your organisation have a Companies house number?

☐ Yes ☐ No

Is your organisation registered for VAT in the UK?

If you have one, add your organisation's Companies House Number and VAT number

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Provide organisation details

Does your organisation have a Companies house number?

☒ Yes ☐ No

Companies house number

1234567

Is your organisation registered for VAT in the UK?

☐ Yes ☒ No

[My organisation is registered for VAT overseas](#)

Does your organisation meet the criteria for a small and medium-sized enterprise (SME)?

☐ Yes ☐ No

[Help with SMEs](#)

UKPRN (optional)

[Help with UKPRN](#)

DUNS number (optional)

[What is a DUNS number?](#)

[Continue](#)

[Back](#)

Confirm whether you are a small to medium sized employer (SME) or not and add a UKPRN (ONLY if you are an employer-provider) and DUNS number (only if you have one).

Is your organisation registered for VAT in the UK?

☐ Yes ☒ No

[My organisation is registered for VAT overseas](#)

Does your organisation meet the criteria for a small and medium-sized enterprise (SME)?

☐ Yes ☒ No

[Help with SMEs](#)

UKPRN (optional)

[Help with UKPRN](#)

DUNS number (optional)

[What is a DUNS number?](#)

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Select continue.

Is your organisation registered for VAT in the UK?

☐ Yes ☒ No

[My organisation is registered for VAT overseas](#)

Does your organisation meet the criteria for a small and medium-sized enterprise (SME)?

☐ Yes ☒ No

[Help with SMEs](#)

UKPRN (optional)

[Help with UKPRN](#)

DUNS number (optional)

[What is a DUNS number?](#)

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Now add further address information.

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Address details

Do you have a UK address?

☒ Yes ☐ No

Provide your organisation's registered address

Where your organisation is registered at Companies House enter your registered Companies House address.

Where your organisation is not registered at Companies House enter the address where your bank account is registered.

Address line 1

Address line 2 (optional)

Do you have a UK address?
☒ Yes ☐ No

Provide your organisation's registered address
 Where your organisation is registered at Companies House enter your registered Companies House address.
 Where your organisation is not registered at Companies House enter the address where your bank account is registered.

Address line 1

Address line 2 (optional)

Town or city

County (optional)

Postcode

Remittance details
Remittance email

Where inputting email addresses we ask you use generic work emails where possible and avoid personal work or personal non-work emails.

Remittance details
Remittance email

[Help with remittance email](#)

Your organisation's finance director or lead
 Provide the name and email address of your organisations' finance director or lead.

Full name

Email address

[Help with email address](#)

[Continue](#)
[Back](#)

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Select the type of bank account applicable to your organisation, then click **continue**.

ATTENTION! This is a UAT version of DfE. Content is used for testing purposes only.

GOV.UK Logged in as adam.richardson@education.gov.uk

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Bank details
 Select the type of bank account applicable to your organisation

☐ UK bank account
☐ Non-UK bank account

[Continue](#)
[Back](#)

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Complete your bank details, and then click 'add bank details'.

The screenshot shows the 'Bank details' section of a web form. At the top, it asks to 'Select the type of bank account applicable to your organisation' with two radio buttons: 'UK bank account' (selected) and 'Non-UK bank account'. Below this are input fields for 'Name of bank' (Natwest), 'Bank account name' (AN Other), 'Account number' (22345610), and 'Sort code' (000004). Each field has a green checkmark to its right. A green 'Add bank details' button is below the sort code. Further down are optional fields for 'IBAN (optional)' and 'SWIFT code (optional)', both empty. At the bottom is a green 'Continue' button.

This screenshot is identical to the one above, but the 'Add bank details' button is highlighted with a yellow border, and a mouse cursor is pointing at it. Additionally, a 'Back' link is visible below the 'Continue' button.

You will now need to add the details of the individual completing this form on behalf of your organisation. In this instance you can use a personal work email address for yourself.

The screenshot shows the 'Form submitter details' section. It has a breadcrumb trail: 'Introduction > Organisation details > Non-banking information > Bank details > Form submitter details > Summary'. The 'Form submitter details' section is active. It includes input fields for 'First name', 'Surname', and 'Email address'. Below the email address is a link 'Help with email address'. Then, it asks 'Is this a generic email address?' with 'Yes' and 'No' radio buttons, followed by a link 'Help with generic email address'. At the bottom is a 'Telephone number' input field.

Once completed, click **continue**.

Review the summary page of all information completed to date.

https://dfeat.achieveservice.com/service/provide-organisation-information?journey=new&return=http://... 66%

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Check your answers before sending your information

Organisation details

Organisation name ESFA Ltd [Change](#)

Is this your organisation's legal name? yes [Change](#)

Telephone number 01270765876 [Change](#)

Does your organisation yes [Change](#)

Provide your acknowledgement that the form has been completed accurately and select the box, then click **submit**.

[illegible]

← → ↺ 🛡️

https://deu.ats.achieverservice.com/service/provide-organisation-information?journey=new&return=htt... 60%

🔍 🏠 📄 🔄 🌐

Telephone number

0781987645

Change

Additional comments

Other comments

Change

Now send your information

By submitting this form to the Department for Education (DfE) I acknowledge and understand the following:

Read our [privacy policy](#).

☒

I am completing this form with diligence and the information I am providing is accurate, and on behalf of the organisation I work for and/or myself

✓

☒

The DfE will retain the information provided in accordance with applicable Data Protection laws

☒


I understand that information submitted to intentionally deceive, mislead and/or commit acts of fraud can have legal and/or criminal ramifications, to which the DfE reserves the right to present evidence in a Court of Law

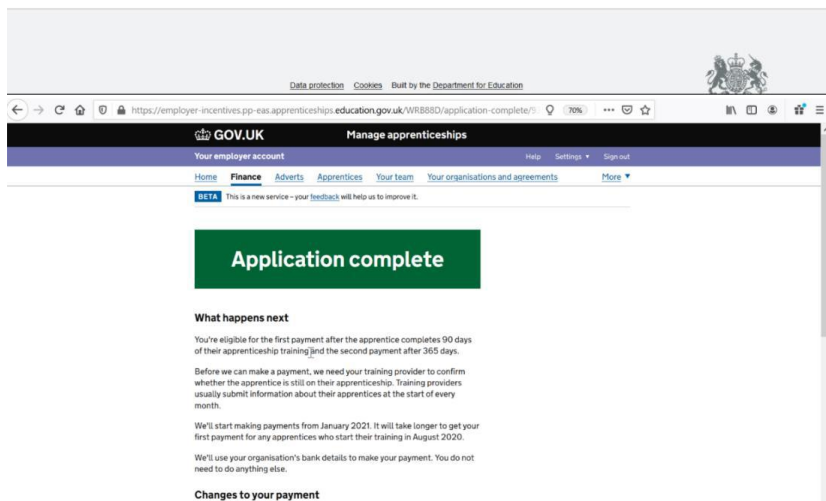
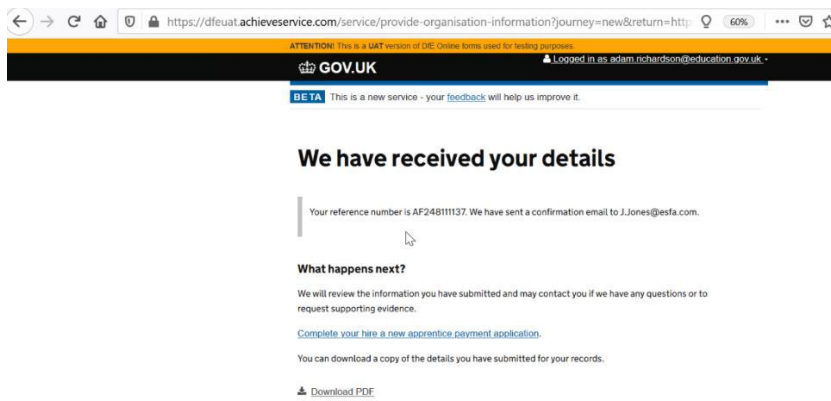
Submit

Back

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Payment of the incentive is made in two equal instalments.

- The first is made when the apprentice has been on programme for over 90 days – starting with the first payment from January 2021.
- The second half of the payment is made when the apprentice has been on programme for over 365 days.

For example, September incentive applications will be made in January 2021.

Useful Links

Hawk Training

Further reading on the incentive and eligibility:

https://info.hawktraining.com/employer/incentive_payments

Education and Skills Funding Agency (ESFA)

Guidance on managing apprenticeship funding: <https://www.gov.uk/guidance/manage-apprenticeship-funds>

Updated guides, new and contact details for the ESFA:

<https://help.apprenticeships.education.gov.uk/hc/en-gb>

Apprenticeship technical funding guide

<https://www.gov.uk/government/publications/apprenticeship-technical-funding-guide>

Need help?

If you have any questions or need further support setting up the system, please call our employer registration team on 0208 891 0992 or email enquiries@hawktraining.com