

Apprenticeship Service Account Guide 2023/4

The apprenticeship service is a government online service which will allow you to set up and manage your apprenticeships.

All apprenticeships in England MUST be managed through the apprenticeship service and you will need to set up an account in order to use the service.

Why you need an account

By creating an apprenticeship service account, you'll be able to:

- access and manage apprenticeship funding
- set up and approve apprentices
- advertise roles on the '[Find an apprenticeship](#)' service
- approve training costs
- check payments to training providers
- give training providers permission to carry out some tasks on your behalf
- give feedback on apprenticeship training

How to create an account

To create an account, you will need:

- an email address
- permission to add your PAYE schemes to the account
- permission to accept the employer agreement on behalf of your organisation

You will also need either the Government Gateway login for your organisation, or your accounts office reference number (AORN) and employer PAYE scheme reference number.

Information Links

Create your account

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

If you have already created your account you can sign in

<https://www.gov.uk/sign-in-apprenticeship-service-account>

Guidance for setting up account

<https://www.gov.uk/guidance/manage-apprenticeship-funds>

Webinars on how to use your apprenticeship account

https://www.youtube.com/watch?v=G0B4_YaM52Q&list=PLXjcCX3hH9LWb4jrbO0OS2ZiNAEeVsd5V