

A woman with long brown hair, wearing a white button-down shirt, is shown in profile from the waist up. She is holding a tablet computer with both hands and looking at the screen. The background is a server room with multiple racks of server equipment and numerous cables. The entire image has a blue-green color overlay.

# Employer Services

## A step-by-step guide to the Digital Apprenticeship Service (DAS)



# Welcome

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**As an Apprenticeship employer in England, you have access to the full benefits of the Digital Apprenticeship Service (DAS). This service allows you to control how you pay for Apprenticeship training, access grants and manage your Apprentices.**

**This step-by-step guide is designed to help you set up and use your account on the Digital Apprenticeship Service.**

### **DID YOU KNOW?**

Employers are not required to pay National Insurance contributions for Apprentices under the age of 25.



## How to register an Account as an Employer



Click on the link in your email invitation which will take you to the Apprenticeship website.

It will show that the College has invited you to create an account.

**You will need your PAYE scheme and Tax office reference numbers to continue (not the Government Gateway details).**

Once you have these details, click on the link at the top of the page to get started.

If you do not have a company PAYE scheme then you will need to register as an employer with HMRC before hiring an apprentice. If you have recently received a PAYE scheme reference number, you need to complete some steps before setting up your apprenticeship service account:

- submit at least one payroll return to HMRC using their basic [PAYE tools](#) (this can be a blank [employer payment summary](#) if you are not yet employing someone)
- notify HMRC that you will be taking on an apprentice under your business's PAYE and submit the data



You will be taken to this page to register as a new user.

Please fill out the required information and make a note of your login details.

Once you have filled in all the details please click 'Set me up'.

Apprenticeships

Dear Annabel Smith,

Sfstest10005310 at EDUC8 TRAINING (ENGLAND) LIMITED has invited you to register for an Apprenticeship Service account for Accountants Ltd.

Create your account at <https://accounts.ppeas.apprenticeships.education.gov.uk/service/register>

Registering for an account gives you access to funding to pay for apprenticeship training.

You'll also be able to post apprenticeship vacancies on Find an apprentice.

**What you'll need**

- the Government Gateway login or accounts office reference number and employer PAYE scheme reference for this organisation
- authority to add PAYE schemes to the account for this organisation
- authority to accept the employer agreement for this organisation

**Government Gateway details**

Your Government Gateway user ID is up to 12 characters long. HM Revenue and Customs (HMRC) sent it to you by email when your Government Gateway account was set up.

If you lose or forget your user ID or password, you can reset them online.

GOV.UK

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 confirm your identity.

Create new password

We'll send you an email confirm your identity.

Confirm password

By continuing you accept [terms and conditions](#)

Set me up

## How to register an Account as an Employer

3.

You will receive an email to confirm your identity, you will need to enter the code from the email then click **'Continue'**.

If you didn't receive an email, click on the link **'You can request another email'**.

4.

You will need to add a PAYE scheme for your organisation. Select the option **'Use your accounts office reference number and employer PAYE scheme reference'**.

If you do not have your accounts PAYE numbers, click on the link **'find your accounts office and PAYE scheme reference numbers'** to find them.

Please note, if you click on **'No I'll do this later'** you won't be able to complete the account until you enter your PAYE details.

*An Apprentice is required to be on the PAYE scheme to qualify for the Apprenticeship.*

5.

On this screen, enter your accounts and PAYE references. Then click **'Continue'**.

Although it shows an option to skip this step, you will be required to enter these details otherwise you will not be able to take on an Apprentice.

## How to register an Account as an Employer

6.

The next screen will ask you to confirm you have entered all the details correctly.

If you are happy to proceed click **'These details are correct'**.

To amend any details click **'change'**.

GOV.UK Manage apprenticeships

Your employer account

### Check your details

Organisation	COMPANY NAME	<a href="#">Change</a>
Address	9 High Street Coventry West Midlands CV1 2WT	
Companies House number	12345678	
PAYE scheme	A123/12345678	<a href="#">Change</a>

[These details are correct](#)

7.

You will then be asked to view the agreement between you, the employer and the ESFA.

Click the **'I'll view it now'** option and then click **'Continue'** to proceed.

GOV.UK Manage apprenticeships

Your employer account

### When do you want to view the employer agreement?

This agreement is between ACCOUNTANCY LIMITED and the Education and Skills Funding Agency (ESFA).

☒ I'll view it now

☐ I'll view it later, after I've created an account  
You can skip the agreement and view it when ACCOUNTANCY LIMITED is ready to get or reserve apprenticeship funding.

[Continue](#)

8.

You will then be able to view the agreement and download a PDF copy.

To proceed click on the option **'Yes, I accept the agreement'** and then **'Continue'** to proceed.

If after accepting the agreement you are asked to add a training provider and set permissions – see page 6 for details on how to add a Training Provider.

[Download the agreement \(PDF, 304KB\)](#)

**!** The agreement is legally binding. If ACCOUNTANCY LIMITED breaks it, we could close their account and stop them running apprenticeships.

### Do you accept the agreement?

By accepting, you confirm that ACCOUNTANCY LIMITED agrees to the terms and conditions and is entering into a legally binding agreement with ESFA.

☒ Yes, I accept the agreement

☐ Not yet, I'll finish creating an account first

[Continue](#)

## How to add a Training Provider

Once you have registered an account, you will be able to manage your Apprentices and advertise new Apprenticeships.



Once you have registered an account and have signed in you will be brought to the Home Screen.

Scroll down the page until you see the heading 'Apprenticeships' then click 'Your Training Providers'.

*Your account should already be set up with your company name but you can add your other organisations/companies under the organisations and agreements section.*

*Please DO NOT add your training provider here as this will change your account name to East Surrey College and we will not be able to process your account.*

### Apprenticeships

Manage your apprentices, advertise apprenticeships and set training provider permissions

[Apprentices](#)

Add apprentices, update details of existing apprentices 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.



On the next screen, click 'Add a training provider' and then enter our UKPRN number which is 10002130.

You can see that this employer has already added East Surrey College as the training provider so if we have been added but do not have permission you will need to click 'Change permissions' so we can add Apprentice details on your behalf.

*PLEASE NOTE: as East Surrey College merged with John Ruskin College, employers for both Colleges need to add East Surrey College as their training provider.*

### 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	
EAST SURREY COLLEGE	Add apprentice records Recruit apprentices	<a href="#">Change permissions</a>



This screen will appear asking you to give East Surrey College permission to add an Apprentice. Please select 'Yes' and then click 'Continue' to accept.

If asked to set permissions for the College, select 'Yes' to both 'Create a cohort' and to 'Recruitment'.

*You also have the option to enter the information yourself but it will be easier to give the College permission to enter the information on your behalf.*

*Giving the College permission is safe as you will need to approve anything the College adds.*

### Do you give EAST SURREY COLLEGE 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](#)

## How to approve Apprentice details

1.

Following the link you will have received on the automated email, you will be brought to this home screen where you can log into the DAS website.

You should use the same email address you used to register.

2.

Once you log in you will be able to view the details for the Apprentice and the Apprenticeship.

Scroll down the page to view all the details and check they are correct.

If you are happy to confirm the details click **'Yes, approve and notify training provider'** and then click **'Continue'**.

***PLEASE NOTE: Non-levy employers are not required to pay the fees shown on this page but may need to contribute 5% towards the overall costs if the apprentice is aged 19+ or if there are 50+ PAYE employees.***

3.

The final screen shows that the details have been approved.

You can amend any details by clicking **'Manage your apprentices'**.



# Get in Touch



If you need help with your account or would like to talk through the process please contact us.



## EAST SURREY COLLEGE

✉ employerservices@esc.ac.uk

☎ 01737 788316



## JOHN RUSKIN COLLEGE

✉ JRCemployerservices@johnruskin.ac.uk

☎ 020 8651 1131



## Helpful Resources

[www.apprenticeships.gov.uk](http://www.apprenticeships.gov.uk)

[www.gov.uk](http://www.gov.uk)

