



**DIGITAL
APPRENTICESHIP
SERVICE (DAS)**



**EMPLOYER
USER GUIDE**

UNLOCKING POTENTIAL DELIVERING PERFORMANCE

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1. BEFORE SETTING UP YOUR APPRENTICESHIP SERVICE ACCOUNT

You will need:

- an email address you have access to
- the Government Gateway login for your organisation (or you can use the accounts office reference number and employer PAYE scheme reference number if your annual pay bill is less than £3 million)
- authority to add PAYE schemes to the account
- authority to accept the employer agreement on behalf of your organisation

2. SETTING UP MULTIPLE CONNECTED ORGANISATIONS IN YOUR ACCOUNT

You can add multiple connected organisations to the same account if you want to manage all your connected organisations in this way. You should register every organisation that will make an agreement with MGTS for apprenticeship training.

If you have set up your account with multiple connected organisations, your transfers allowance will be worked out as a total of all the organisations within that account.

You cannot use a single PAYE scheme across multiple connected organisations.

You cannot move funds between the accounts once they are set up.

3. HOW FUNDING WORKS IF YOU PAY THE APPRENTICESHIP LEVY

How much funding you will receive if you pay the apprenticeship levy?

The amount of funding entering your account each month is calculated by:

- the levy you declare to HMRC through the PAYE process
- multiplied by the proportion of your pay bill paid to your workforce who live in England
- plus, a 10% government top-up on this amount

4. HOW FUNDING WORKS IF YOU DO NOT PAY THE APPRENTICESHIP LEVY

Smaller employers, who do not pay the apprenticeship levy share the cost of training and assessing their apprentices with the government. This is called 'co-investment'.

For new apprenticeships starting on or after 1 April 2019 you pay 5% towards the cost of apprenticeship training. The government will pay the rest (95%) up to the funding band maximum.

As a smaller employer, you can reserve funds in the 'finance' section of your apprenticeship service account. You can also give MGTS permission to reserve them on their behalf.

When you can use reserved funds:

The reserved funds are available to use from the month of the apprenticeship start date and the following 2 months. The reservation will expire at the end of the 3rd month if you do not use it. You could be eligible for extra funding depending on both you and your apprentice's circumstances.

5. GETTING STARTED

SETTING UP YOUR DIGITAL APPRENTICESHIP SERVICE ACCOUNT

Step One

Firstly, you will need to get your organisation set up on the Apprenticeship Service.

Go to www.gov.uk/guidance/manage-apprenticeship-funds and follow the onscreen instructions as it takes you through the account set up process. You will set yourself up as a user and will need your organisation details to create the company account. You will only need to do this for the first log on.

Step Two

Once the account is set up, you will come to the homepage where you can add, view and manage your apprentices. To add an apprentice, click on the 'apprentice' navigation and 'add an apprentice'.

Step Three

Before you can add an apprentice, choose your organisation as the workplace of the apprentice and on the next screen input the details for the UKPRN - for MGTS this is 10004355.

The next page will confirm MGTS as the named training provider for the apprenticeship. To make things easier, let us add the apprentices for your approval. If you want us to upload the details of your Apprentices, then simply select the option highlighted 'I would like my provider to add apprentices' and click continue. You will then be taken to a page that allows you to send a message to them directly.

Step Four

You can now start adding apprentices to your DAS account. If you are not a levy paying employer, you would need to reserve the funding at this stage. You are required to reserved funds from the month of the apprenticeship start date.

On the review page click 'add an apprentice' and complete the personal details for the apprentice:

full name, date of birth, apprenticeship course, planned start date/end date (month/year) and cost of the apprenticeship - excluding VAT.

After completing the details, save and continue. You will then be asked to send the submitted information to MGTS for the newly added apprentice.

Step Five

Next, you will receive confirmation that the cohort has been sent to us and this will show as pending.

Once we have checked and sent back the cohort to you, you will need to review the cohort details again, and check that everything is correct before continuing to approval.

It is important to check the details before approving. If there are any issues you have the option to send the details back to us to amend.

Step Six

Once approved, you have now declared the apprentice's details as correct and MGTS will be paid the funds from your DAS account on or around the 18th of each month.

6. YOUR TEAM

This section allows you to set up new users and control what they can do on your account. There are currently three options available when setting up a new user, so you will need to think about which staff members will need to perform specific roles in relation to the account. You can enable your team to:

- View information (but not make changes)

- View information and add apprentices
- Accept agreements, view information, and manage PAYE schemes, organisations, apprentices and team members

7. YOUR ORGANISATIONS AND AGREEMENTS

All employers will need to sign an agreement with the ESFA to enable them to use the funds in their Apprenticeship Service account to pay for apprenticeship training. In this section, you will be able to sign this agreement although you will need to establish who has the authority within your organisation to do so.

Once your agreement has been digitally signed, you can go on to add connected organisations (if you are part of a group of connected companies).

8. PAYE SCHEMES

Here, you can add and manage your PAYE schemes for your organisation and any connected companies. You can also add in information on the percentage of your workforce that operates within England, details of which will be provided by HMRC based on the data in your payroll submissions.

The Apprenticeship Service only supports the English Apprenticeship system, and you will only be able to claim Levy funds and the government's 10% top up on your English workforce. If you think there are any issues with your English percentage, check your payroll data to make sure your employees' address information is correct.

9. VIDEO TUTORIALS

The Education and Skills Funding Agency (ESFA) have created [video tutorials](#) to guide you through setting up and navigating the Digital Apprenticeship Service (DAS) account.



10. ADDITIONAL INFORMATION & SUPPORT

Apprenticeship Service	t: 08000 150 600 e: helpdesk@manageapprenticeships.service.gov.uk
MGTS	Lorraine Lombard t: 024 7663 0333 e: lorraine.lombard@mgts.co.uk