Employer Services

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

EAST SURREY COLLEGE
ORBITAL SOUTH COLLEGES

JOHN RUSKIN COLLEGE
ORBITAL SOUTH COLLEGES

Apprenticeships

Welcome

Contents

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.

- Employers must set up and approve funding for their student before they can attend College.

How to register an Account as an Employer

1. 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

Apprenticeships

Dear Annabel Smith,

Sfstest 10005310 at EDUC8 TRAINING (ENGLAND) LIMITED has invited you to register for an Apprenticeship Service account for Accountants Ltd.

Create your account at https://accounts.pp-eas.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.

2. 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'**.

Employers must set up and approve funding for their student BEFORE they can attend College.

GOV.UK — Manage apprenticeships

Set up as a user

If you already have an account sign in

First name

Annabel

Last name

Smith

Email:
We'll send you an email confirm your identity.

Annabel.smith@accountants.co.uk

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'**.

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.

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.
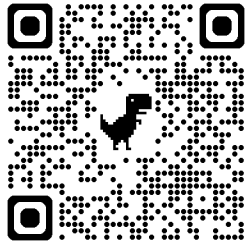
GOV.UK One Login

1. Please go to the website using the following link:

www.gov.uk/sign-in-apprenticeship-service-account

Then sign into your existing account.

You can also use the QR code below to access the website.

Upon opening this page, you should see a green button below to 'sign in'

> ### 👑 GOV.UK
>
> Home > Education and learning > Apprenticeships, 14 to 19 education and training for work
>
> ## Sign in to your apprenticeship service account
>
> If you're an employer, sign in to this service to:
>
> - create apprenticeship adverts
> - accept employer agreements with the Department for Education (DfE)
> - give account access to people within your organisation
> - give training providers permission to do some things for you (such as creating adverts and reserving funds)
>
> You can also use this service to add details about your:
>
> - organisation or company
> - PAYE scheme
> - apprentices
>
> If you do not pay the apprenticeship levy, use this service to reserve funding.
>
> If you pay the levy, use this service to manage funding and provider payments.
>
> > You'll need a GOV.UK One Login to set up or access an account. You can create one in the service using a work email address.
>
> **Sign in >**

2. On the next page, you will now be required to create and use a GOV.UK One Login in addition to using your DAS email and password (The GOV.UK One Login is a two-factor authentication).

For those who have already created their GOV.UK One login, please proceed to the website, click the 'sign in button'.

For those who have not yet created their GOV.UK One Login, please proceed to the next page and on the website click the 'Create your GOV.UK One Login' button.

This link will open a PDF document that provides an overview of the steps required to create a GOV.UK One Login and to sign in using your credentials.

www.sign-in.service.gov.uk/users-create-an-account-upfront-pdf-february-2023

> ## Create your GOV.UK One Login or sign in
>
> You can use your GOV.UK One Login to access some government services
>
> In the future, you'll be able to use it to access all services on GOV.UK.
>
> You'll need:
>
> - an email address
> - a way to get security codes - this can be a mobile phone number or an authenticator app
>
> > You can also use GOV.UK One Login in Welsh (Cymraeg).
>
> **Create your GOV.UK One Login**
>
> Sign in
>
> Services you can use with GOV.UK One Login (opens in new tab)

GOV.UK One Login

3. Please enter an email address for your **GOV.UK One Login** and select continue.

4. Following this, you should receive an email containing a 6-digit code that you will need to enter on the following page.

Please Note - the code will expire after 2 hours, and you may need to check your junk folders.

GOV.UK One Login

5. You will then be asked to create a new password for the GOV.UK One Login.

Please type a secure password in both the text boxes, ensuring that they meet the security requirements:

- Minimum of 8 characters

- Include at least 1 letter

- Include at least 1 number

- Must not be a sequence of letters or numbers

Please Note - the code will expire after 2 hours, and you may need to check your junk folders.

GOV.UK One Login

6. In addition to a password, you will also be required to chose a method for receiving security codes / two-factor authentication (2FA).

The options are as follows (instructions on the following page):

- Receive codes via text message.

- Receive codes via an authenticator app.

Please Note - Two-factor authentication (2FA) is a security method that requires two forms of identification to access resources and data.
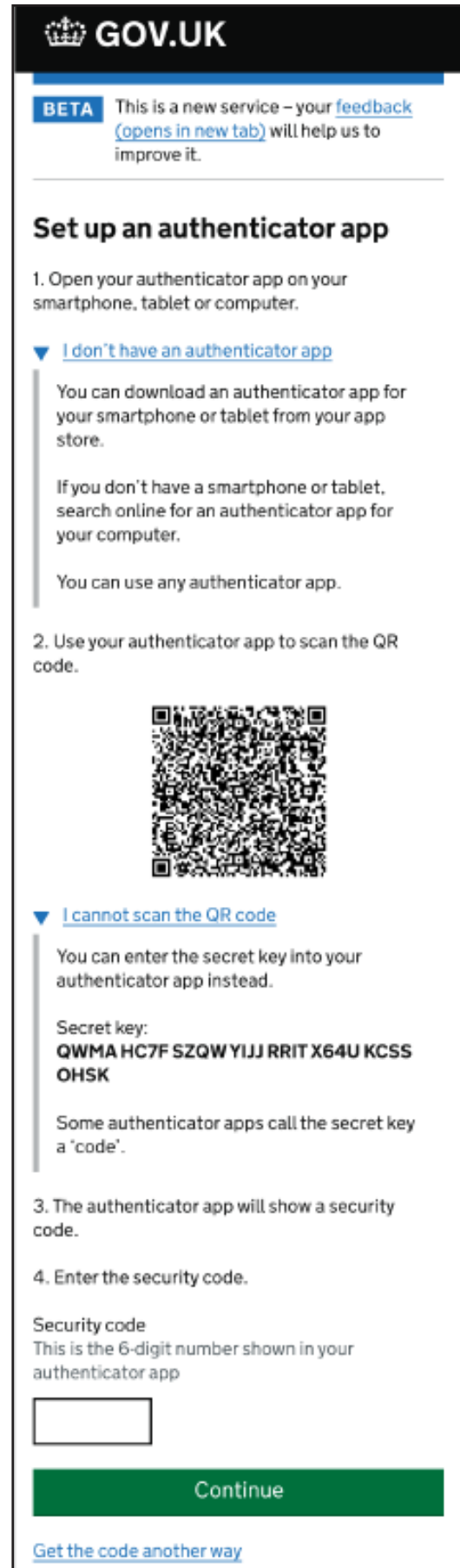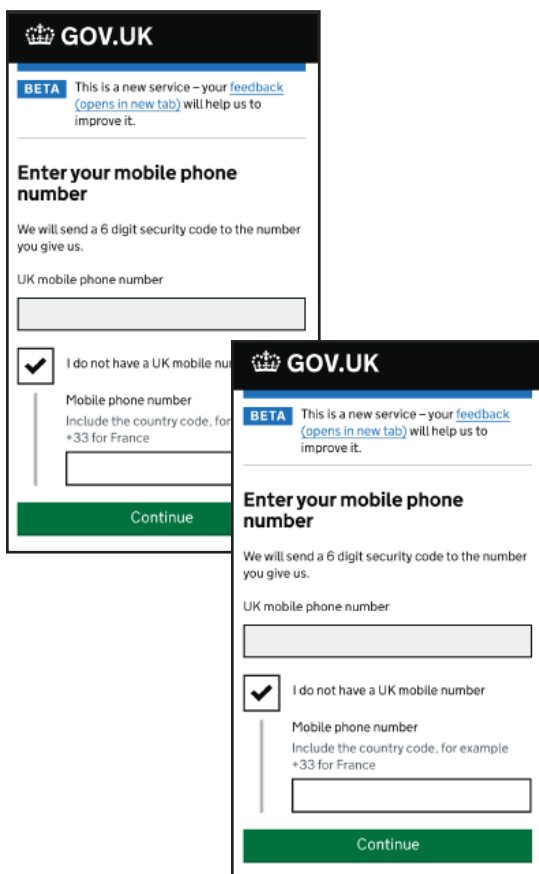
GOV.UK One Login

7.

AUTHENTICATOR APP:

1. Open your authenticator app on your phone, tablet, or pc and scan the QR code.

2. If you can't scan the QR code, you can enter the key/code instead (found below the QR code).

3. The authenticator app should provide a security code.

4. Enter this code onto the text box on the GOV.UK website and click continue to finish the process.

MOBILE PHONE:

1. Enter your mobile number into the first text box and select continue.

2. A 6-digit code will be sent in a text to your mobile, please enter this in the box below and continue to the next page.

3. Select continue to complete the process.

🏛 GOV.UK

BETA This is a new service – your feedback (opens in new tab) will help us to improve it.

Set up an authenticator app

1. Open your authenticator app on your smartphone, tablet or computer.

▼ I don't have an authenticator app

You can download an authenticator app for your smartphone or tablet from your app store.

If you don't have a smartphone or tablet, search online for an authenticator app for your computer.

You can use any authenticator app.

2. Use your authenticator app to scan the QR code.

▼ I cannot scan the QR code

You can enter the secret key into your authenticator app instead.

Secret key:
QWMA HC7F SZQW YIJJ RRIT X64U KCSS OHSK

Some authenticator apps call the secret key a 'code'.

3. The authenticator app will show a security code.

4. Enter the security code.

Security code
This is the 6-digit number shown in your authenticator app

Continue

Get the code another way

🏛 GOV.UK

BETA This is a new service – your feedback (opens in new tab) will help us to improve it.

Enter your mobile phone number

We will send a 6 digit security code to the number you give us.

UK mobile phone number

☑ I do not have a UK mobile number

Mobile phone number
Include the country code, for +33 for France

Continue

🏛 GOV.UK

BETA This is a new service – your feedback (opens in new tab) will help us to improve it.

Enter your mobile phone number

We will send a 6 digit security code to the number you give us.

UK mobile phone number

☑ I do not have a UK mobile number

Mobile phone number
Include the country code, for example +33 for France

Continue

GOV.UK One Login

9. Sign in: check your phone

The GOV.UK One Login has now been set up and you will be asked to provide the code each time you log into the Digital Apprenticeship Service.

Sign in: enter the 6 digit code you see in your authenticator app

In addition to your normal Digital Apprenticeship Service Account password, you will be asked to enter a 6-digit code through your chosen authentication method.

Upon entering the code and clicking continue, you will be able to proceed to the Digital Apprenticeship Service as usual.

How to add a Training Provider

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

1. 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.

2. 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	Change permissions

3. 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.

PLEASE NOTE: Employers will need to use their GOV.UK One login to access their account..

2. Once you log in you will need to select the **'Apprentice's'** tab at the top of the homepage and then select the heading titled **'Apprentice Requests'**.

Search for the record sent from East Surrey College and click on the **'Details'** link to open the record and view the contents.

Check the information is correct and then click **'Yes'**, approve and notify training provider' and then click **'Continue'** to approve the funding record.

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 22+.

3. The final screen shows that the details have been approved.

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

Employers must set up and approve funding for their student BEFORE they can attend College.

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

www.gov.uk

Apprenticeships