



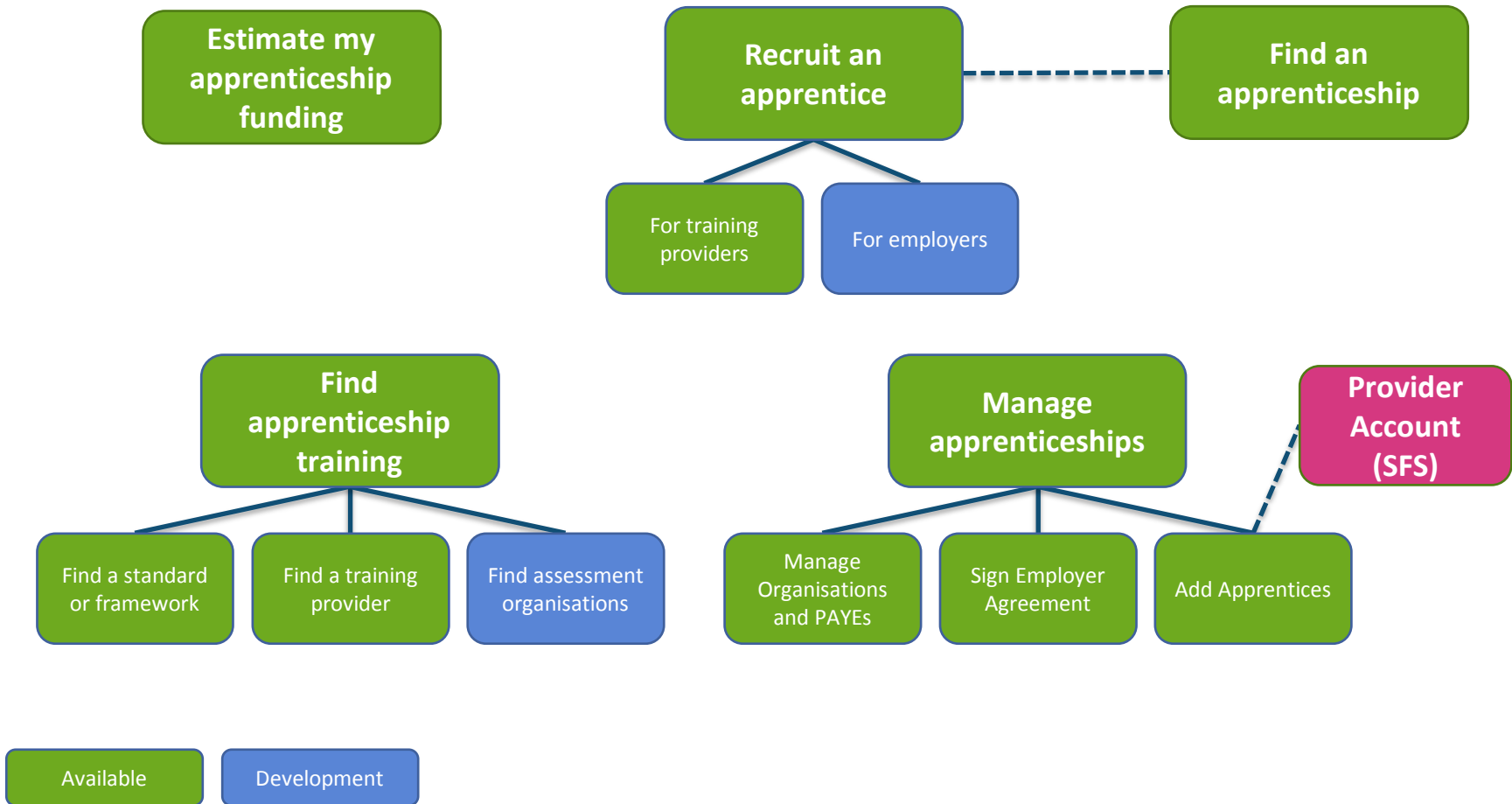
Education & Skills
Funding Agency

Apprenticeship service

**Helen Gorner, Education & Skills
Funding Agency**

What is the apprenticeship service?

The apprenticeship service is made up of several functions:





Education & Skills
Funding Agency

Signing the Provider Agreement

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

Manage your skills and education funding

Use this service to:

- sign Skills Funding Agency documents
- tell us you have no subcontractors
- respond to employer apprenticeship training requests
- update apprentice details

[Sign in or create an account](#)

Resources

[Working with the SFA as a provider](#)

[The Hub](#)

[User roles and permissions](#)

<http://skillsfunding.service.gov.uk>

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Welcome Jim, A-Training Provider

UKPRN:12345678

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

Skills Funding Agency services

**Apprenticeship
service**

Manage apprentices

**SFA contracts and
agreements**

1 new alert to review

Subcontracting

Make a new declaration

Find out how this [service is performing](#).

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[Home](#)

SFA contracts and agreements

1 apprenticeship agreement to sign

Edit search

Select funding type 

Apprenticeship agreement

SFA apprenticeship agreement Mar 2017 version 1

Agreement issued on 22 Mar 2017 to provide employer levy funded apprenticeship training.

The agreement only includes the SFA terms and conditions.

[Review and sign](#)

Review your agreement



[SFA apprenticeship agreement Mar 2017 version 1](#)

PDF, 563KB

This file may not be suitable for users of assistive technology.
[Request a different format.](#)

Useful links

[View contracts](#)

[View funding claims](#)

[The Hub](#)

[Working with the SFA as a provider](#)

Agreement ready to sign

If you don't sign then you can't approve cohorts and receive apprenticeship funding.

This agreement has been agreed by the authorised signatory for the Skills Funding Agency, acting on behalf of the Secretary of State.

[Continue to sign](#)

[back to SFA contracts and agreements](#)

[Go to the apprenticeship service](#)

Sign agreement

You are about to agree and sign your SFA apprenticeship agreement.

SFA apprenticeship agreement Mar 2017 version 1

By signing you:

- confirm that you've read and understood all the terms and conditions of the agreement and that A-Training Provider will be bound to comply with them
- confirm that you're authorised to sign the agreement on behalf of A-Training Provider
- agree that the agreement is signed digitally and is legally binding

[Agree and sign](#)

or [go back and review this agreement](#)

Useful links

[View contracts](#)

[View funding claims](#)

[The Hub](#)

[Working with the SFA as a provider](#)

Agreement signed successfully

Your SFA apprenticeship agreement Mar 2017 version 1 is now live

Signed by: Jim Riaz

Signed at 13:53 on 22 Mar 2017

We've sent you a confirmation email

[Go to the apprenticeship service](#)

[Go back to SFA contracts and agreements](#)

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SFA contracts and agreements

Edit search

SFA apprenticeship agreement Mar 2017 version 1

Agreement signed by Jim Riaz at 13:53 on 22 Mar 2017.

[View contract](#)

Select funding type 

Apprenticeship agreement

Provider agreement



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Adding apprentices

Apprenticeship service

- Screenshots from the development system
- Subject to change following user research



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Help us improve this service

[Take our 3 minute survey](#) so that we can improve this service.

Take the survey

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[Home](#) [Finance](#) [Apprentices](#) [Your team](#) [Your organisations and agreements](#) [PAYE schemes](#)

Red and White Holdings PLC

[Your team](#)

Control what your team can do and invite new team members.

[Your organisations and agreements](#)

Add your organisations that will make contracts with training providers.

[Apprentices](#)

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

[Finance](#)

View transactions and forecast your funds.

[PAYE schemes](#)

Add or remove PAYE schemes.

[Find apprenticeship training](#)

Search for training providers, training frameworks and end-point assessors.

Notice

There is an SFA agreement that needs to be signed by the authorised person. You must [sign the agreement with SFA](#) in order to release your funds so that you can pay your training provider.

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Apprentices

[Add an apprentice](#)

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

[Your cohorts](#)

Review, edit, approve and add more apprentices to cohorts you've already started

[Manage your apprentices](#)

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

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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](#)

[Start now](#) >

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◀ [Back to Apprentices](#)

Choose organisation

Which organisation is named on the contract with the training provider for the apprentices you'd like to add?

Red and White Holdings PLC

[What is a contract for services?](#)

A contract for services is a formal agreement between a buyer and a supplier.

In this case, the contract is between the organisation that's buying apprenticeship training for their apprentices and the training provider that's training the apprentices.

If you're an employer-provider, for example, you won't need a contract for services if your organisation is both the buyer and the supplier.

Continue

Agreement not signed

! You must have a signed agreement with the Skills Funding Agency before you can approve cohorts - this needs to be done by an account owner.

If you're not the account owner, you can find out who is by visiting the [Your team](#) area of your account.

Review your agreement

[Continue anyway](#)

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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](#)

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Confirm training provider

UK Provider Reference Number **'10022856'** matches:

A-Training provider

UKPRN: 10022856

Is this the main provider of the apprenticeship training?

- Yes, use A-Training provider
- 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](#)

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[Back to Apprentices](#)

Message sent

Cohort reference	GM4WKV
Sent to	A-Training provider
On behalf of	Red and White Holdings PLC
Message	

What happens next?

Your training provider will review your request and contact you as soon as possible - either with questions or to ask you to review the apprentice details they've added.

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Welcome Jim, A-Training Provider

UKPRN:12345678

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Skills Funding Agency services

**Apprenticeship
service**

Manage apprentices

**SFA contracts and
agreements**

View contracts

Subcontracting

Make a new declaration

Find out how this [service is performing](#).

Apprenticeships

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A-Training Provider

UK PRN: 10022856

[Manage cohorts](#)

View and respond to employer training requests.

[Manage approved apprentices](#)

View and update existing apprentice records.

Apprenticeships

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Your cohorts

1

New from employer

0

Ready for approval

0

Ready for review

0

With employers

Apprenticeships

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New cohorts

You have 1 new cohort:

Employer	Cohort reference	Last message
Red and White Holdings PLC	GM4WKV	View

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Confirm Employer

You've received a new cohort request from Red and White Holdings PLC:

Name: Red and White Holdings PLC

Address: 123 Tree Top Drive, Levy City, AB12 3DE

Is this the organisation you're providing apprenticeship training to?

- Yes, we're providing apprenticeship training to Red and White Holdings PLC
- No, we're not providing apprenticeship training to Red and White Holdings PLC

[Continue](#)

If you need a contract for services (formal agreement) between you and the employer, Red and White Holdings PLC must be the employer named on the contract.

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Confirm your relationship with the employer

Name: Red and White Holdings PLC

Address: 123 Tree Top Drive, Levy City, AB12 3DE

Is this organisation your own organisation or a connected company?

- Yes, Red and White Holdings PLC is my organisation or a connected company
- No, Red and White Holdings PLC is a separate organisation

[What is a connected company?](#)

Your organisation is a connected company if:

- it has control of another company, in this case Red and White Holdings PLC
- both your organisation and Red and White Holdings PLC are controlled by the same people, such as a board of directors

Continue

Apprenticeships

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Review your cohort

0

Apprentices

0

Incomplete records

£0

Total cost

Employer: Red and White Holdings PLC

Cohort reference: GM4WKV

Status: New request

Message:

No message added

Save and continue

Add an apprentice

Bulk upload apprentices

You haven't added any apprentices yet - [add an apprentice](#).

Delete cohort

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 can only receive payments for this apprentice if:

- all the fields have been completed - either by yourself or the employer
- the data matches the individualised learner record (ILR) data you send us

First name**Last name**

Date of birth

For example, 08 12 2001

Day Month Year

Unique learner number

Apprenticeship training course

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

Aerospace engineer, Level: 6

Planned training start date

For example, 09 2017

Month Year

05

2017

Projected finish date

For example, 02 2019

Month Year

05

2020

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.

£ 27,000

Reference (optional)

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

smithj

End-point assessments

For apprenticeship standards, we'll contact employers to ask them to add details of their chosen [end-point assessment organisation](#). We'll do this before the final gateway stage of the apprenticeship.

Add

[Cancel](#)

Apprenticeships

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sa Clyne [Sign out](#)

Review your cohort

1

Apprentice

0

Incomplete records

£27,000

Total cost

Employer: Red and White Holdings PLC

Cohort reference: GM4WKV

Status: New request

Message:

No message

1 x Aerospace engineer, Level: 6

Training code: 37

1 apprenticeship above funding band maximum

The costs are above the £27,000 [maximum value of the funding band](#) for this apprenticeship. You'll need to ask the employer to pay the difference directly to you - this can't be funded from their account.

1 x Aerospace engineer, Level: 6

Training code: 37

Name	Unique learner number	Date of birth	Training dates	Cost
John Smith	1234567898	1 Jan 2001	May 2017 to May 2020	£27,000 Edit

Name	Unique learner number	Date of birth	Training dates	Cost
John Smith	1234567898	1 Jan 2001	May 2017 to May 2020	£30,000 Edit

Delete cohort

Bulk Uploading

Apprenticeships

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Review your cohort

0

Apprentices

0

Incomplete records

£0

Total cost

Employer: Red and White Holdings PLC

Cohort reference: GM4WKV

Status: New request

Message:

No message added

Save and continue

Add an apprentice

Bulk upload apprentices

You haven't added any apprentices yet - [add an apprentice](#).

Delete cohort

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Bulk upload apprentices

You can add details of multiple apprentices at the same time (bulk upload) using a csv file.

[Help with bulk upload](#)

You must use a csv file to upload apprentice details.

If you have a management information system, it may be able to create a csv file for you.

Alternatively, a bulk upload template and further details of each field are available - [view apprenticeship service bulk upload guidance](#).

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[Save and continue](#)[Add an apprentice](#)[Bulk upload apprentices](#)

1 x Food and Drink: Meat and Poultry Industry Skills, Level: 3

Training code: 403-2-1

Name	Unique learner number	Date of birth	Training dates	Cost	
Nicola Jones	1234597391	3 Oct 1998	May 2017 to May 2018	£2,000	Edit

1 x Gas network craftsman, Level: 3

Training code: 57

1 apprenticeship above funding band maximum

The costs are above the £27,000 [maximum value of the funding band](#) for this apprenticeship. You'll need to ask the employer to pay the difference directly to you - this can't be funded from their account.

Name	Unique learner number	Date of birth	Training dates	Cost	
David Smith	9885463215	4 Oct 1998	Jun 2017 to Jun 2019	£28,000	Edit

[Delete cohort](#)

Apprenticeships

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Choose an option

- Approve and send to employer for approval
- Send to employer to review or add details
- Save but don't send to employer

Continue

Apprenticeships

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Message for employer

Let **Red and White Holdings PLC** know what you'd like them to do.

Message (optional)

Apprentice details added. Please approve

Send

Apprenticeships

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◀ [Back to Account home](#)

Cohort approved and sent to employer

Cohort reference

GM4WKV

Sent to

Red and White Holdings PLC

On behalf of

A-Training Provider

Message

What happens next?

The employer will review the cohort and either approve it or contact you with an update.

[Return to Your cohorts](#)

Apprenticeships

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A-Training Provider

UK PRN: 10022856

[Manage cohorts](#)

View and respond to employer training requests.

[Manage approved apprentices](#)

View and update existing apprentice records.

Apprenticeships

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Your apprentices

Name	Date of birth	Status	
Alan Barker	1 Dec 1980	Waiting to start	View
Denise Smith	6 Jul 1997	Waiting to start	View
John Smith	1 Jan 2000	Waiting to start	View
Paul Twine	1 Jan 1998	Waiting to start	View
Richard Handley	1 Jan 1999	Waiting to start	View

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John Smith

Status

Status Waiting to start

Apprentice

Name John Smith

Date of birth 1 Jan 1998

Training

Apprenticeship training course Aerospace engineer, Level: 6

Dates

Training start date 1 May 2017

Training end date 1 May 2021

Payment

Total training cost £27,000



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Summary, what we have covered

- The apprenticeship service and its components
- Setting up a user and logging into the Skills Funding Service and Manage apprenticeship
- Signing the provider agreement
- The process of adding and approving an apprentice
- Bulk uploading a cohort
- Managing your apprentices



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For more information search for '**apprenticeships**' on
GOV.UK

Skills Funding Agency Digital Blog
<https://sfadigital.blog.gov.uk/>

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