

## DIGITAL ACCOUNT SERVICE (DAS) GUIDE

### DIGITAL ACCOUNT SERVICE (DAS) ACCOUNT CREATION

Following recent changes introduced by the Education and Skills Funding Agency (ESFA), all employers are required to establish and manage their own Digital Apprenticeship Service (DAS) account for all apprentices. Your DAS account will allow you to access funding and claim any applicable incentives.

Reserving Funding and adding an apprentice to your Digital Apprenticeship Service (DAS) account are mandatory for all apprenticeship starts.

Please enter the following address into your web browser to

Start creating your DAS account: <https://accounts.manage-apprenticeships.service.gov.uk>

### Create an account to manage apprenticeships

You need to create or [sign in](#) to an apprenticeship account, then you'll be able to get funding to pay for apprenticeship training and assessment costs.

You'll use your account to:

- get apprenticeship funding
- find and save apprenticeships
- find, save and manage training providers
- recruit apprentices
- add and manage apprenticeships

[Create account >](#)

### Set up as a user

If you already have an account [sign in](#)

First name

Last name

Email

We'll send you an email to confirm your identity.

Create new password

Password requires upper and lowercase letters, a number and at least 8 characters.

Confirm password

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

[Set me up](#)

When you select 'Create account', you will be taken to the page on the left which you will need to fill out.

You will need to have a valid email address as the service will send you a unique code in order to continue with your registration.

Once you have completed the above, you will need to add a PAYE scheme.

To add a PAYE scheme, you will need.

- Your government gateway credentials. (this is the only option available to levy payers)

OR

- Your PAYE scheme reference number along with your account office reference number.

You may also need your Companies House Number Charity Number or Public Body Name.

Once you have entered all these details you will be asked to accept the employer agreement between your company and the ESFA – you must have authority within your business to accept this agreement.

Once accepted a basic account will then be created.

## HOW TO RESERVE FUNDING

This is a mandatory process for all non-levy funded apprenticeships.

Funding must be reserved during the contracting process (the onboarding of your new apprentice).

Reservations ensure funds are available to support training and assessment costs.

Reservations are not required for levy paying employers or through apprenticeships funded via transfer – if neither of these funding forms have been discussed with you, you will need to reserve funds.

Before you can start reserving funds you will need a DAS account, if you do not already have one, please refer to the start of this guide.



### Finances

Manage your apprenticeship funds

#### Your funding reservations

Reserve and manage funding.

#### Your finances

View your financial transactions, connect with other employers and receive transfer funds.

Once you have logged into your DAS account select 'Start now' or 'your funding reservations' under the finances section. You will need to know the month you expect the apprenticeship training to start and the training course the apprentice will study before you start (This can be found on the Apprenticeship Contract paperwork that is sent through to you for signature).

### Do you know which apprenticeship training your apprentice will take?

 A screenshot of a web form. At the top, there is a radio button labeled "Yes" which is selected. Below it is a search bar with the placeholder text "Search for a course". Below the search bar is another radio button labeled "No". At the bottom of the form, there is a link that says "Can I change the course?" and a green button that says "Save and continue".

The first section asks you to enter the apprenticeship training the apprentice will take.

Start to enter the name of the apprenticeship and selection should start to appear. You can change the course later if necessary.

You will then be asked what month your apprentice training will start; the apprentice will then start in the month you choose or in the following two months. For example, if you choose a September start your apprentice can start anytime between the beginning of September and the end of December.

Your sections will be shown as a summary, please ensure you are happy with the details you have entered before selecting 'Yes, reserve funding now'.

Note: You can change the apprenticeship course later when you enter the apprentices' details but if your apprentice does not start within the 3-month period selected you will need to complete a new funding reservation.

## Making changes

You can add or change the apprenticeship training when you add an apprentice's details.

You will need to reserve new funding to change the apprenticeship training start date to outside of the 3-month window you originally selected.

### What's next?

- Recruit an apprentice
- Find a training provider
- Add apprentice's details
- Go to homepage

Continue

**Apprenticeship funding is available to train and assess your apprentice**

Employer	ACCOUNTANCY LIMITED	
Apprenticeship training start date	Sept 2020 to Nov 2020	<a href="#">Change</a>
Apprenticeship training course	Assistant Accountant - Level 3	<a href="#">Change</a>

Do you want to reserve funding now?

Yes, reserve funding now

No, return to account

Confirm

You then have several options including adding the apprentices details, if you have already found a suitable apprentice please refer to the next section of this guide (Adding an Apprentice).

If you would like to view the reservations you have made at any time they can be found under 'your funding reservations'. This section will show active, used and expired reservations.

## ADDING AN APPRENTICE

From your dashboard select 'Apprentices' and in the next page, select the 'Add an Apprentice' option.

You will then be shown a page detailing what information you need. Once you have this information, select 'Start now'.

Our UK PRN is 10007851 (University of Derby).

You are then given the option of selecting the transfer funds from a levy employer. Buxton & Leek College will have discussed levy transfer with you if it was applicable, if it has not been discussed/is not applicable please select 'No, I don't want to used transfer funds'

### Add training provider details

UK Provider Reference Number

[What is a UK Provider Reference Number?](#)

Continue

The next section asks for the training provider details, here you will enter our UKPRN 10007851, University of Derby.

## 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](#)
- make sure the PAYE scheme that each apprentice is paid through is in your account - [view PAYE schemes in this account](#)

Confirm your training provider, this page should say **UNIVERSITY OF DERBY** if you have entered the UKPRN correctly, if not please go back and re-enter the UKPRN.

You will be asked if you would like to enter the apprentice details yourself or if you would like your training provider to do this for you. Select whichever option you feel is more appropriate for you and continue.

### 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](#)

Only when all fields have been populated with the required information by either the employer or training provider can the record be approved. You will see a summary of the information that has been entered, please carefully check the information before continuing.

### Approve these details?

- Yes, approve and notify training provider  
 No, request changes from training provider

[Save and submit](#)

**Apprentice details approved and sent to training provider**

Reference	VNW6PL
Training provider	TRAINING PROVIDER LIMITED
Approved by	ACCOUNTANCY LIMITED

### Confirm training provider

UK Provider Reference Number '10987654' matches:

**TRAINING PROVIDER LIMITED**  
UKPRN: 10987654

Is this the main provider of the apprenticeship training?

Yes, use TRAINING PROVIDER LIMITED

No, change UK Provider Reference Number

[Continue](#)

Note – if you are a levy payer you will be taken directly to the form to start adding apprentice details.

You will need to add the apprentices name as a minimum. Please complete as many details as possible on the 'add apprentice details' page.

### 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'll only be able to authorise payments for this apprentice once all the fields have been completed - either by yourself or your training provider

You now have two options;

If the details are correct, approve. If the details are incorrect, select 'No, request changes from training provider'.

Please ensure that you see the following page after completing the above step, if you do not see this page please go back into the record and approve again as it will not have processed correctly.

You have now successfully added an Apprentice.