Your **5 Step Guide** to the Apprenticeship Levy Funding System (TAS)

How to allocate your levy
to your apprentices

KAPLAN

Contents

The Apprenticeship Service (TAS) is operated by the Education and Skills Funding Agency (ESFA) and will be subject to ongoing change and development.

Kaplan believe this guide to be accurate and correct at the time of publication (June 2017) but accept no liability or responsibility for any inaccuracies now, or in the future.

This guide has been produced as a supporting document for employers. It is not intended to replace ESFA guidance or technical instruction.

Thank you for choosing Kaplan as your training provider to deliver your Apprenticeships.

In order to support you in the correct application and allocation of your Apprenticeship Levy fund to your apprentice(s), we have created this 5 step guide.

Step 1: Registration

If you have not done so already then you'll need to register for the Apprenticeship service portal. You can do this by clicking here, and following the guidance.

Please note: When you set up your account you must have:

- Government Gateway login details for the PAYE schemes that you want to include in your account.
- Details for each organisation that will be making an agreement with a training provider for Apprenticeship training, including the Companies House or charity number (if you have one).

If you don't have Government Gateway login details, you may need to ask someone from your payroll or finance department to help you set up the account, or to set it up on your behalf.

Step 2: Sign your Employer Agreement

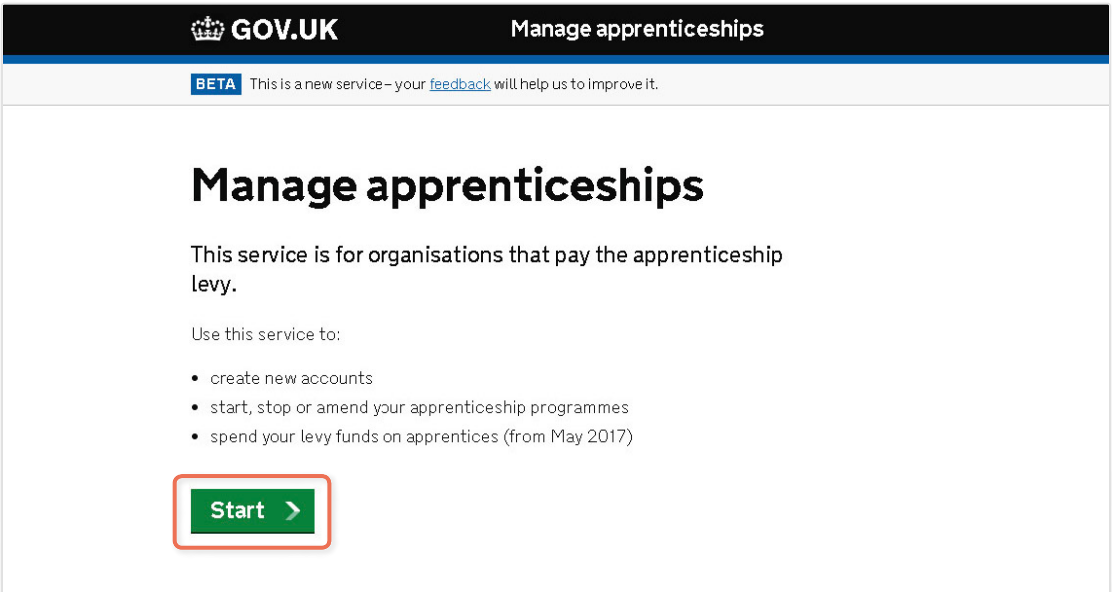
If you have not done so already, you will need to sign a legal agreement with the Education & Skills Funding Agency (ESFA) which will authorise your Apprenticeship funding to be paid to Kaplan. Navigate to the 'organisations' section in your account to sign.

Please note: If you do not sign the agreement, you cannot add apprentices to your account and allocate your levy fund.

Step 3: Login and select Kaplan as your training provider

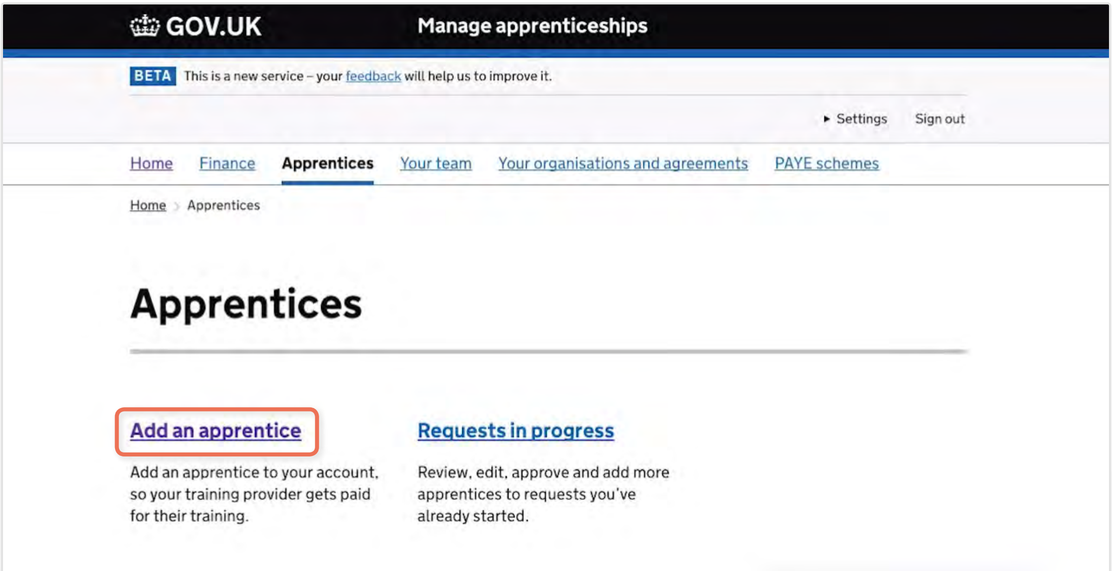
3.1 Once you have created an account you can access it by clicking here.

Click on *Start* and enter your login details.



3.2 Once you have logged in, you'll be presented with the following screen.

Select *Add an apprentice*.



3.3 You'll be presented with a page advising you that you can either:

- Add details of one or more apprentices to your account
- Make sure your training provider gets paid through your account.

In order to make the process as easy as possible for our employers, Kaplan are recommending that you allow us to add your apprentices on your behalf.

This limits the amount of input you will need to do, and enable us as your provider to ensure that the information entered against your levy fund is in line with our agreement with your company. It also means it is accurate to the records we hold about your apprentices and prevents delay or errors in the ESFA systems and the utilisation of your levy fund.

You'll be asked as part of this message to ensure that you have the following information before starting:

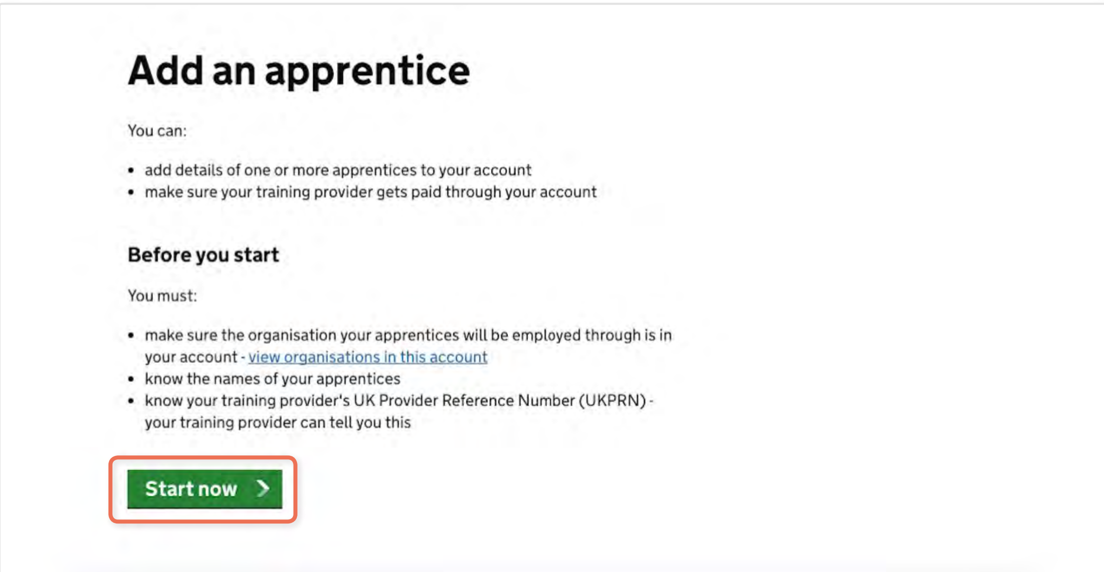
- Ensure that the organisation your apprentice(s) will be employed through matches your account. Some employers have more than one organisation, if this is the case you'll be given an option at the next stage to choose from the organisation that falls under your account.

- The name or names of your apprentice(s). Kaplan will enter this information on your behalf, based on the enrolment form that will be completed by your apprentice(s). However, it is not essential for you to have this information at this stage. You will have the option to approve all entries that Kaplan make on your behalf.

Please note: At this stage you will need to know how many apprentices you want Kaplan to engage with in order to make a cohort. This will be explained in more detail later in this guide.

Your training provider's **UK Provider Reference Number (UKPRN):**
Kaplan's UKPRN is **10000446** and our name will display as Kaplan Financial Limited.

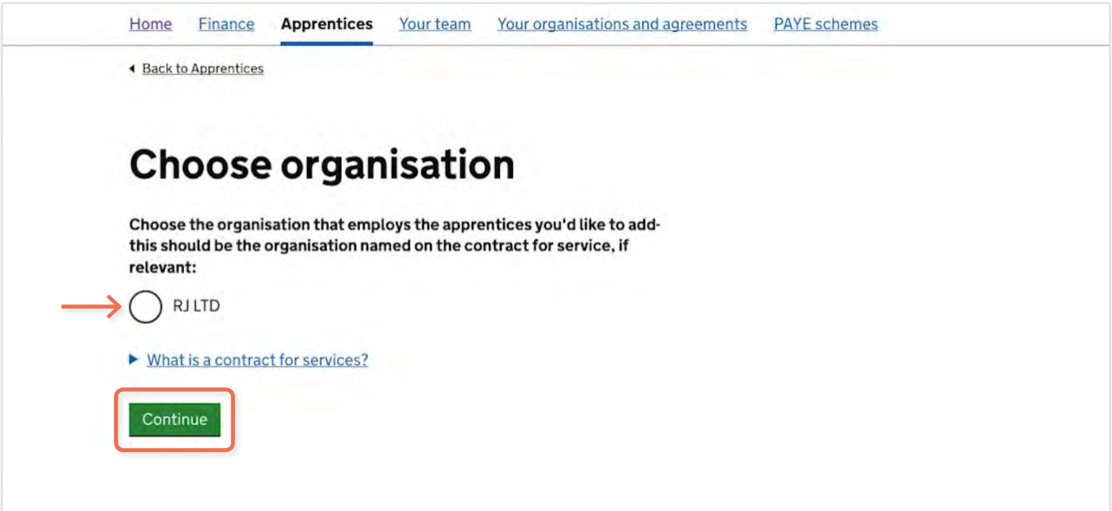
Click on **Start now** (shown below).



3.4 If you have more than one option, choose the correct organisation for the apprentice(s).

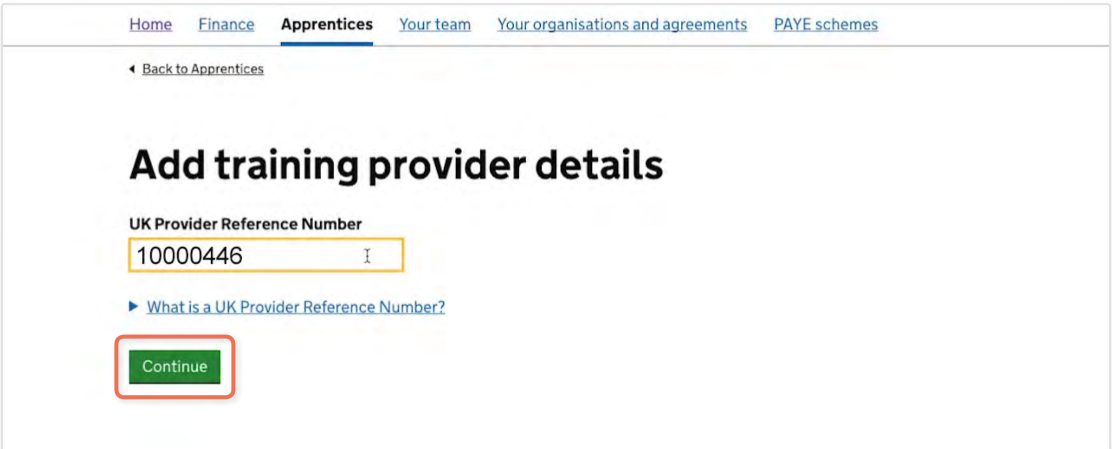
Please note: The contract of services that is held between Kaplan and your company must have the same company name as cited in your digital account. If this differs, please contact your Account Manager in order for us to amend this and reissue the contract of services.

The example below shows one organisation called RJ LTD. If this is showing the correct organisation for yourself, click *Continue*.

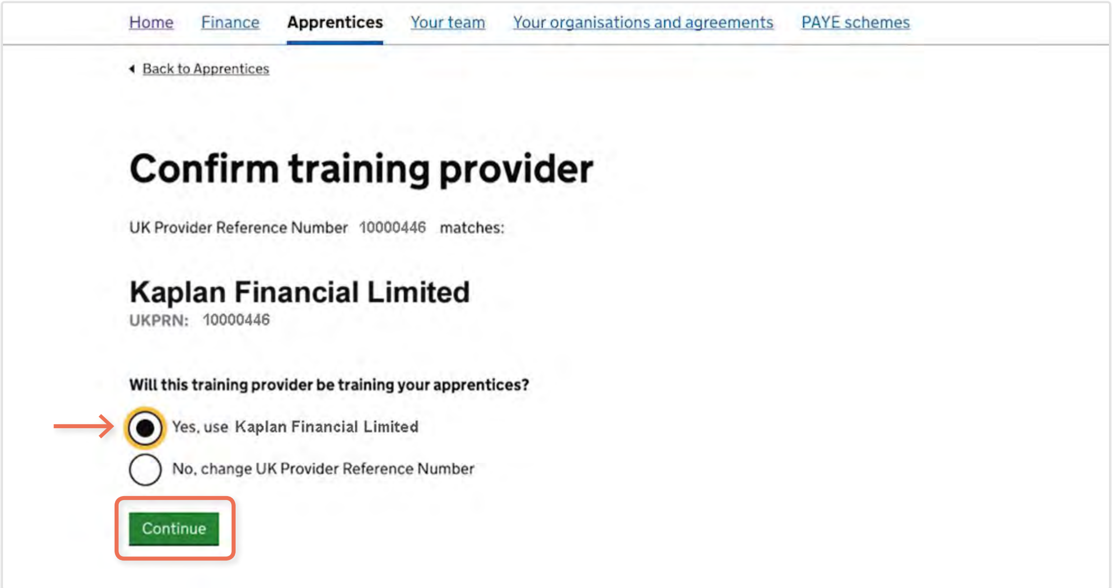


3.5 You will then be asked to add Kaplan's details.

Here you would enter **10000446** and click *Continue*.



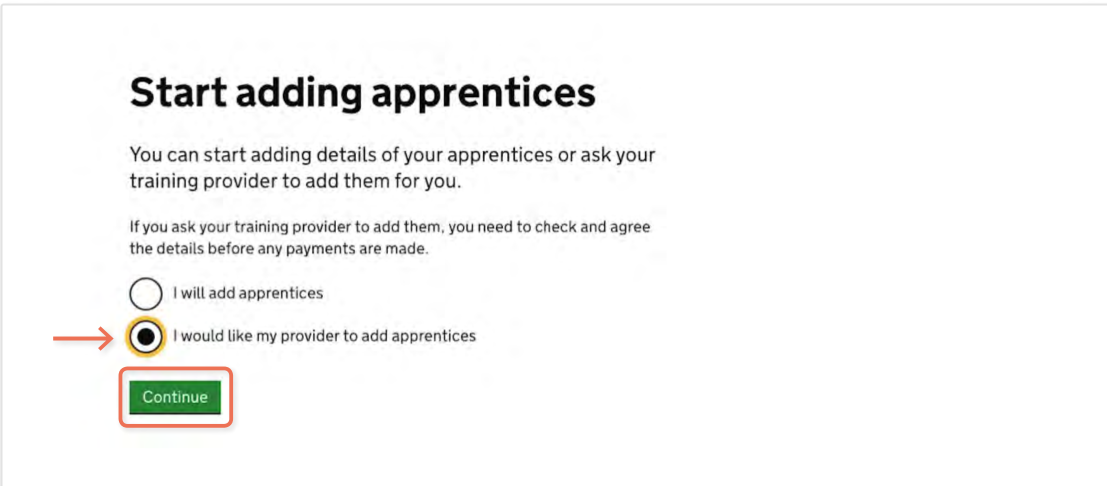
3.6 The next screen will show Kaplan's details. You need to click next to the option to **'Yes, use Kaplan Financial Limited'** and click **Continue**.



3.7 Assign a cohort to Kaplan.

This screen will give you the option to add your own apprentice(s) or to opt for Kaplan to add them on your behalf. We recommend that you let us do this on your behalf.

To do so, click next to the option *'I would like my provider to add apprentices'*.



3.8 Enter the basic details for Kaplan to progress with the entry of your apprentice (s). We would benefit from you giving us the minimum of the following:

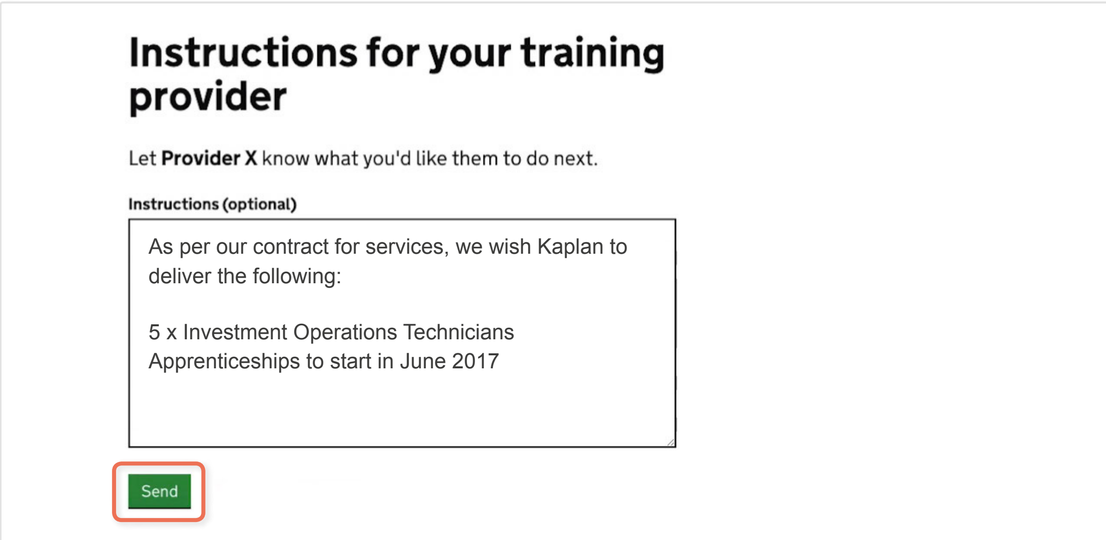
- How many apprentices this cohort will relate to?

Please note: You have a cohort per apprentice or five apprentices that you wish to start all in the same period. This will depend on your internal recruitment or training plans.

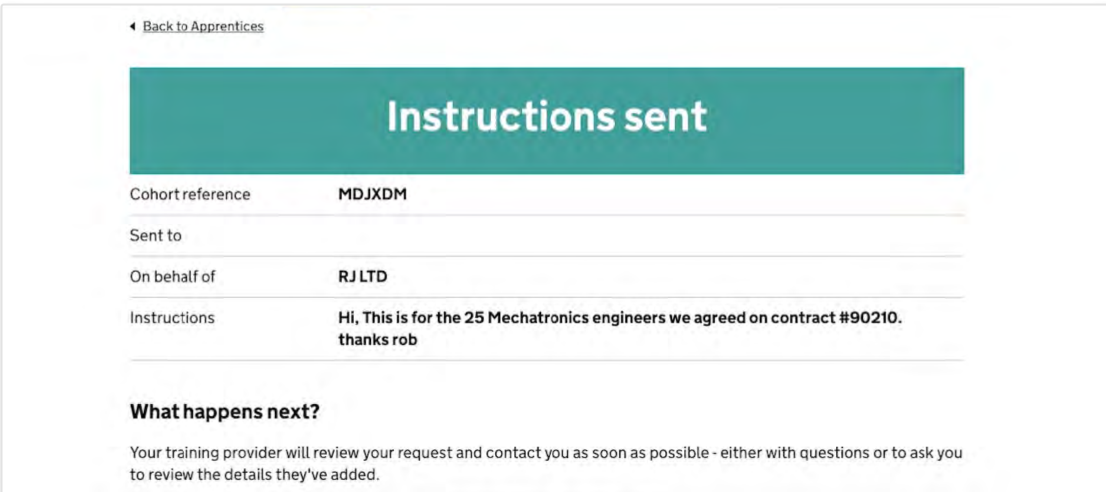
We recommend that you limit the amount of cohorts if possible, as this will make client reporting easier for you.

- If you know the names of the apprentice(s) feel free to add the names into the comments. Kaplan can then cross them against submitted enrolment forms.
- The Framework/Standard for the apprentice(s) that Kaplan will be delivering for you.

Then click *Send*. An example is shown below:



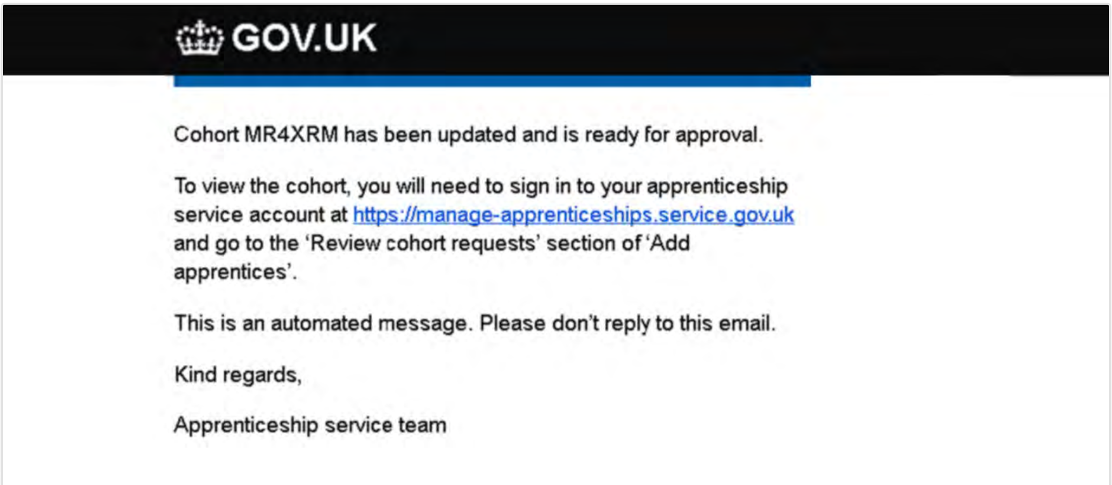
3.9 You'll receive a confirmation similar to the below.



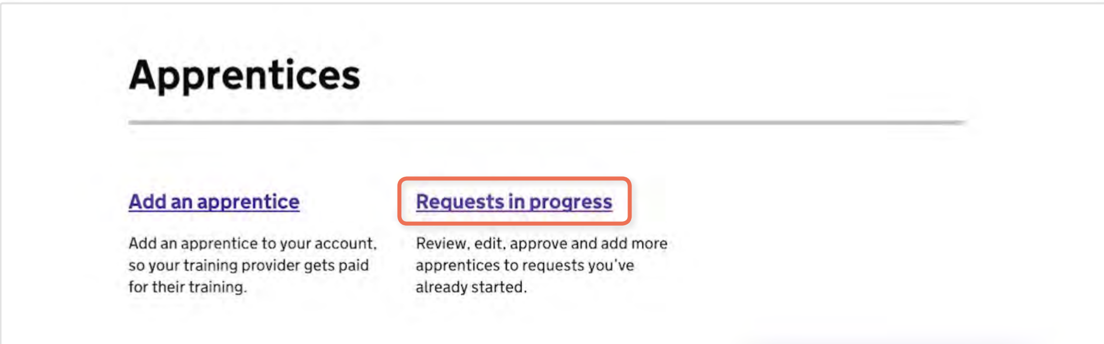
You have now done all you need to do. Kaplan will now take over the process and add your apprentice(s) details.

Step 4: Approve your cohort(s) following Kaplan's addition of your apprentice(s) details

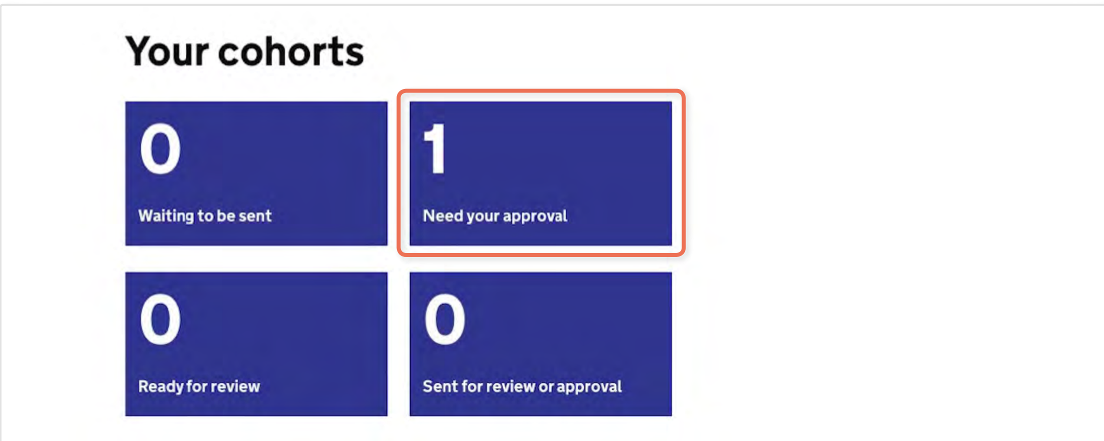
Once Kaplan have added your apprentice(s), we will then send the cohort back to you via the portal and you'll receive an email prompting you to log into your digital account.



4.1 Log into your digital account and click on *Requests in progress*.

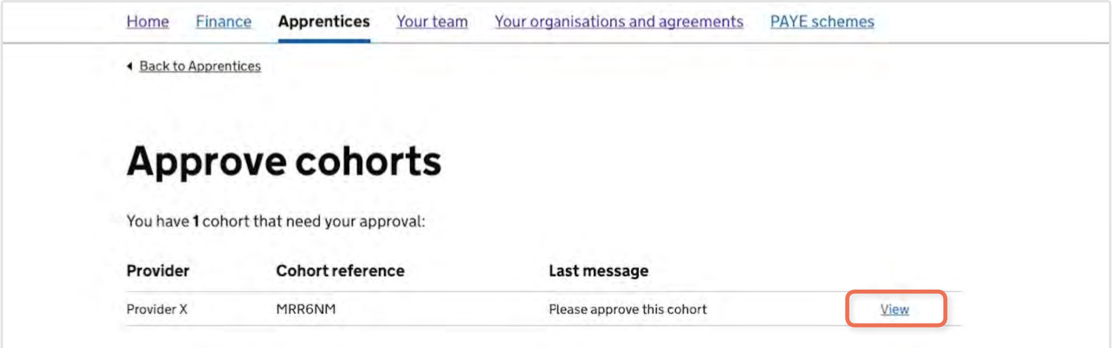


4.2 You should now see the below screen.
Click on this box to progress to approve the cohort.



4.3 Click on *View* next to the Kaplan relevant cohort:

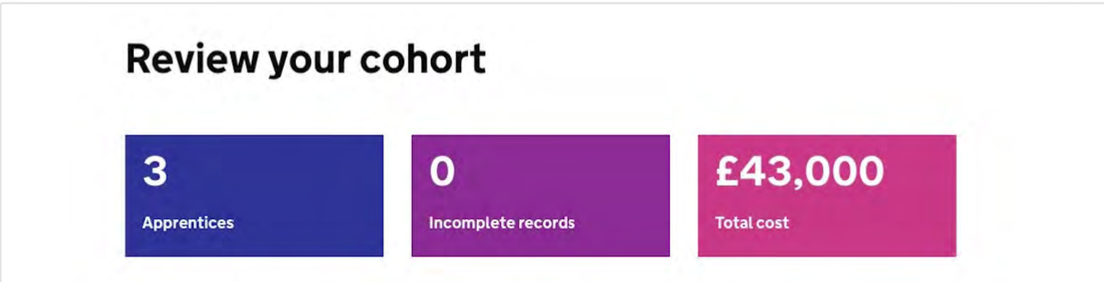
Please note: You may be working with more than one training provider or have more than one cohort awaiting approval at any one time, so please ensure you are selecting the correct cohort if you do have more than one awaiting approval. You should be able to tell from the provider name and cohort reference.



4.4 Review the information within the cohort to ensure it is as discussed and agree with Kaplan.

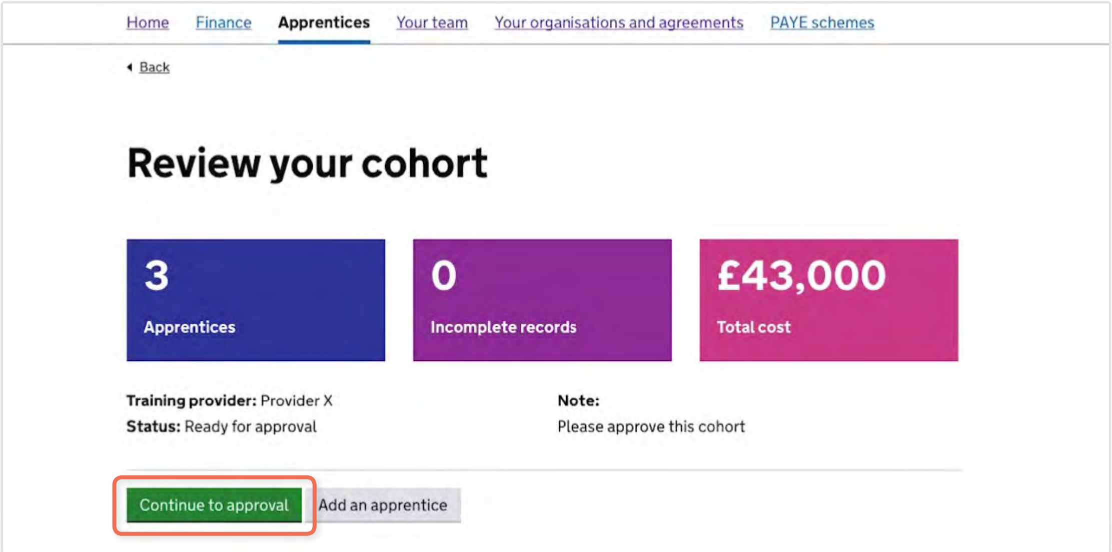
The following details should be checked as a minimum before approval:

- Number of apprentices
- That the standard assigned to the apprentice matches what has been agreed
- That the total cost is in line with what has been agreed.

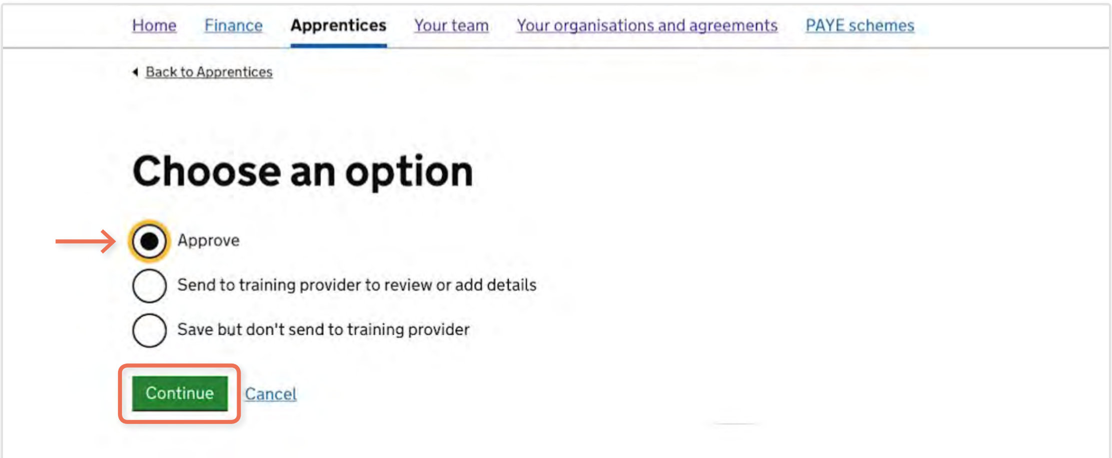


Please note: If the total agree price exceeds the funding band (cap) for the standard/ framework then you'll receive a notification as part of this page. An example of this is shown below and is for information purposes only. If there are additional payments required for training being delivered, you'll be invoiced by Kaplan.

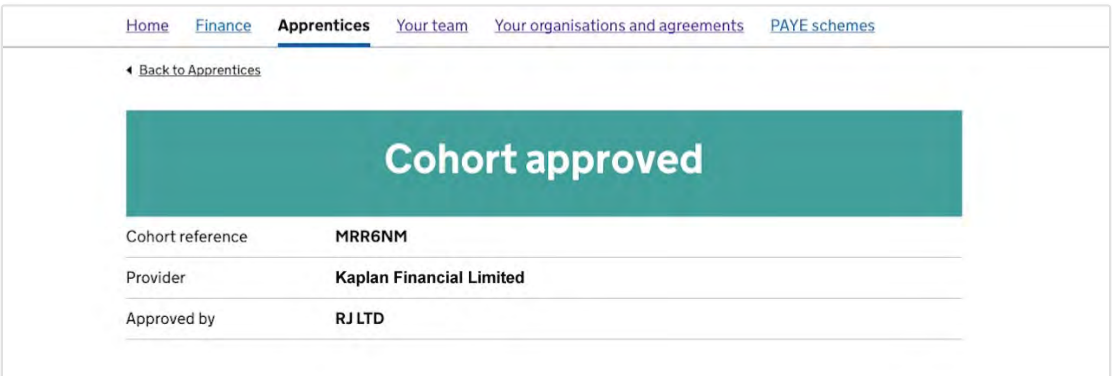
4.5 Once you have reviewed the information on the apprentices that are included in this cohort and are ready to approve, click on *Continue to approval* shown below.



4.6 You'll the have three options. At this stage you need to click the round button next to *Approve* and click *Continue*.

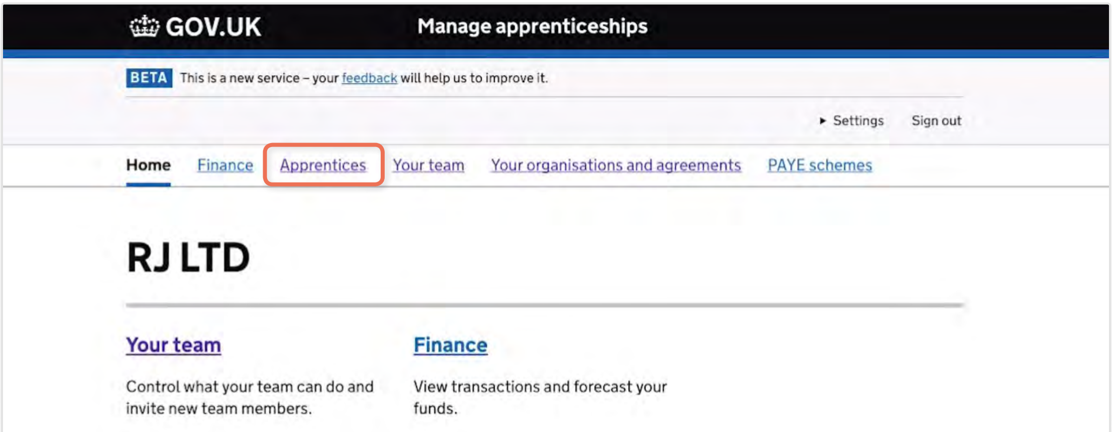


4.7 You will then receive a confirmation that your cohort has been approved (example shown below).



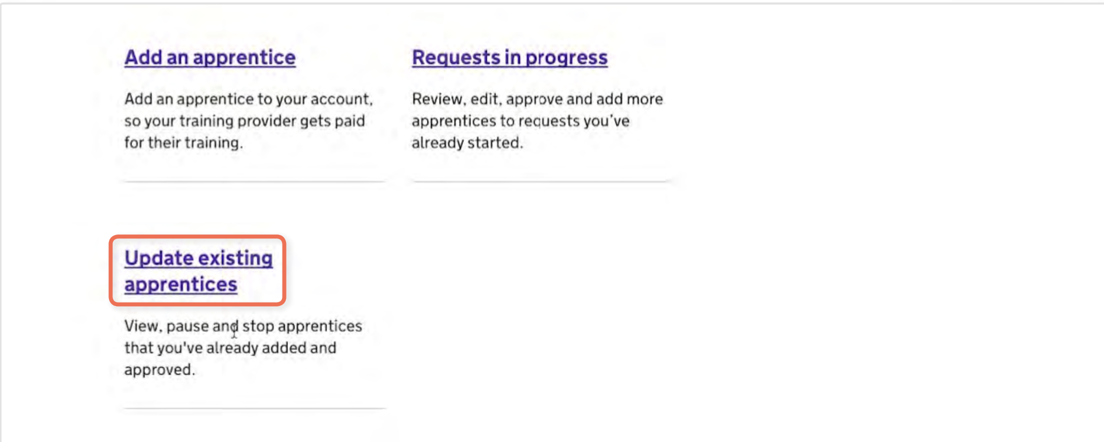
Step 5: Viewing your apprentice(s) post cohort authorisation

5.1 Log into your digital account and click on *Apprentices*.

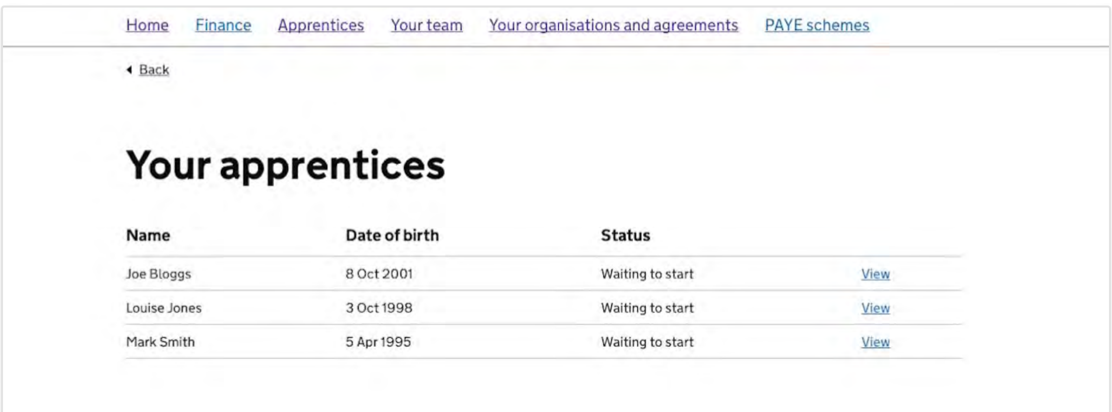


5.2 You'll now see that you have an additional option to Update existing apprentices.

Click on this option to continue.



5.3 You will then be given a list of all apprentices that have been approved via a cohort and the current status of the apprentice(s). You can drill into their information by clicking on View.



Frequently Asked Questions

6.1 Where do I get my Government Gateway details from?

As part of the registration process, you'll need to enter the **Government Gateway** username and password associated with your PAYE scheme.
This is so that we can link the amount of levy you have paid to your account.

Depending on the size and complexity of your organisation, this might be more straightforward for some than others. The first thing to do is to talk to your payroll department. Hopefully, they should have access to the credentials and should be able to help you set-up the account.

If your payroll is outsourced, you might find that the Government Gateway account your agent uses is not suitable for use on the Apprenticeship service. If this happens, you'll need to set up a Government Gateway account before you can register. To do this, you'll need your Accounts Office reference and your PAYE scheme number. Your agent should be able to provide you with this. You can find out more about setting up a Government Gateway account here. Doing this won't affect the way you currently manage your payroll, and your agent can carry on as normal. If your payroll department or agents are worried about the security of the site or what information it might give you access to, the next question should give them some reassurance.

6.2 Is there any sensitive PAYE information visible in the account?

Once the PAYE schemes are linked to the account, the only information that is shown in the account is the amount of levy paid against the scheme. There is no access to any other payroll information within the account. The Government Gateway user name and password entered during registration cannot be accessed from the account, and they only need to be entered once during registration.

6.3 Should I set up one account or more?

That really depends on how you want to manage your levy. If you have more than one PAYE scheme, you can add them to separate accounts if you wish.
The benefit of this is that you have a greater degree of separation between the funds, and it might be easier for you to manage if you have subsidiaries or areas of the business that are managed autonomously.

The disadvantage is that you can't move funds between accounts, so if you would prefer to manage your levy as one amount across all of your connected companies, it would be best to add them all to the same account.

6.4 Should I add my connected companies to my account or not?

To receive levy from your connected companies, you only need to add their PAYE schemes to the account. Whether or not you add your connected companies as legal entities to the account depends on how you contract with your training provider. Only legal entities who contract with training providers need to be added to the account. The legal entity that is named on the contract with your training provider should be added to the account under the 'organisations' section.

6.5 If I give staff in my connected companies access to the account, will they be able to see information from other connected companies?

At the moment, they will. There is currently no way to section your account to control spend or access against connected companies or sites. However, we know that this is something employers would like, so we're looking into how we could do this in the future. If you are an employer and have paid the Apprenticeship levy from April 6 2017, you can register now for the Apprenticeship service. If you're not sure whether or not you'll need to pay the levy, use our levy calculator to find out.

6.6 How much administration will I have to do when setting up payments?

You can choose to do as much or as little as you like. To set up a payment, you'll need to add apprentices to the account. You can choose whether you do this, or whether you would prefer to ask your training provider to do it for you. If you choose to hand it over to your training provider, all you'll need to do is set up the request, and then approve the data when your training provider sends it back you. You can do this as infrequently as once a month or more frequently if you want to.

6.7 Should I give my training provider access to my account?

No, training providers will have their own access to the Apprenticeship service and they'll be able to add apprentice data for you from there. The apprentice data will then be sent back to you for approval.

6.8 What's the deadline each month for adding apprentices to the service?

Your training provider will need to submit data about your apprentices to the Skills Funding Agency by the 4th working day of each month, and that data needs to match the data that you have approved on the Apprenticeship service. You should talk to your training provider about a reasonable deadline, to allow them to make sure the data is in order before the end of the month.

6.9 Which of my connected companies should I register my apprentices against on the service?

If you have more than one connected company registered to your account, you'll be asked to select one of them as part of the process of adding the apprentice details to the account. The connected company you select should be the same as the company named on the contract with your training provider. The training provider will have to verify that the organisation on the contract is the same as the one approving the apprentice details on the service, so it's important to make sure that this is done correctly.

6.10 Do I have to upload the contract between my organisation and my training provider?

No. Whilst the agreement with the Skills Funding agency states that you must have a contract in place between your organisation and the training provider, this does not need to be uploaded on to the system.

6.11 What if an apprentice(s) enrolment is delayed and they form part of a cohort already sent to Kaplan?

If the cohort is for one apprentice then it will remain open until the enrolment form is submitted by you as the employer or until you decide to delete the Cohort.

If there are multiple apprentices linked to the one cohort and there are apprentice(s) that cannot be enrolled at the same time with a significant gap between the expected start dates, Kaplan will enter the information for the apprentices that are known and comment as part of the approval process. A subsequent cohort will need to be generated by you as the employer at a later date for the remaining delayed apprentice(s) enrolments.