

Reserving funding for non-levy

As a smaller employer, who does not pay the apprenticeship levy, you can reserve funds in the 'finance' section of your apprenticeship service account.

You will need to know

- which apprenticeship standard the apprentice will be doing
- what month the apprenticeship training will start
- Our Approved Training Provider Number – 10046149

When can you 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 can only reserve for the current or a future month. The reserved funds cannot be used for apprenticeships that started before the reservation was made.

Example

You choose September as the apprenticeship training start date. The funding reservation is valid for September, October, and November. Having selected a September start date the reservation cannot be used in August or after November.

To stop the reserved funds from expiring, you need to add apprentice details.

Funding status

There are 3 funding statuses:

- active – you have reserved funds, but have not added or saved the apprentice's details (if you can see 'add apprentice details' in your account, then the reservation is 'active')
- used – you have reserved funds and added the apprentice's details
- expired – you did not add or save the apprentice's details to a reservation within the 3 months that the reservation covers

You can only have a combination of up to 10 'active' or 'used' reservations at any time. 'expired' reservations do not count towards the total of 10.

You can give us, as your training provider permission to reserve funding

How do I give permission?

You can add your training provider to your apprenticeship service account using their name or UK provider reference number (UKPRN). Select 'training provider permissions' to view your existing permissions, add a training provider, remove or change permissions.

Reserving funds

To allow your training provider to reserve funds, you must give them 'add apprentice records' permission.

Each employer must take responsibility for all reservations that are linked to their account

PLEASE NOTE: The apprenticeship will still cost the same amount

- Employers are still required to pay their 5% contribution for all apprenticeship standards
- When and how this is paid will be down to you as the employer and us as your training provider
- Funds can be reserved up to three months before the apprenticeship is planned to start
- Reservations will expire within 3 months of the start date detailed within the reservation, if this happens you will need to make another reservation

Sign up or access your account

Use the following link

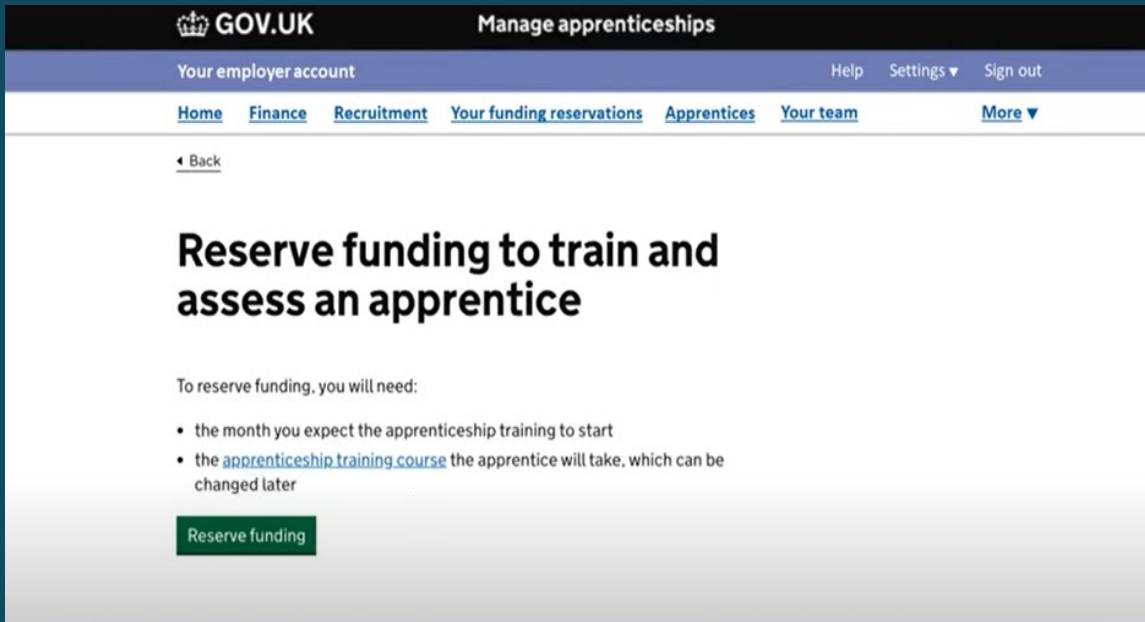
<https://accounts.manage-apprenticeships.service.gov.uk/service/index>

To find out more information about employers who do not pay the apprenticeship levy please use the following link:

<https://www.gov.uk/government/publications/apprenticeship-funding>

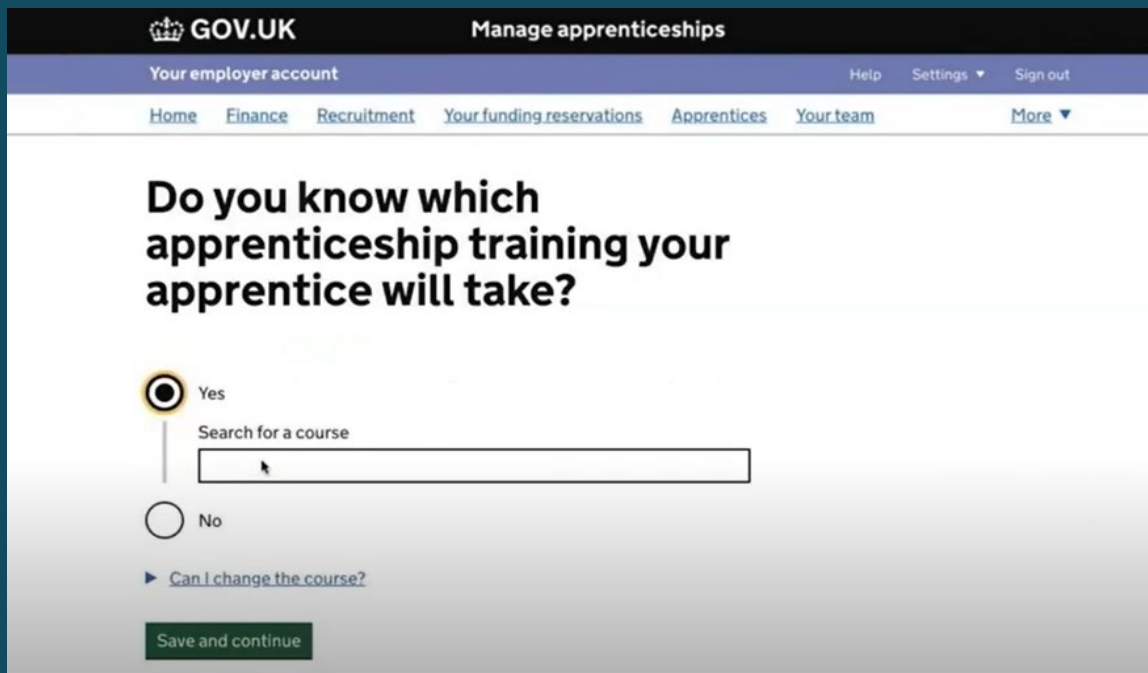
Reserving funds

Go onto your apprenticeship service account > 'Finance' > 'Your funding reservations'



The screenshot shows the 'Manage apprenticeships' page on GOV.UK. The user is logged in as 'Your employer account'. The navigation menu includes 'Home', 'Finance', 'Recruitment', 'Your funding reservations', 'Apprentices', 'Your team', and 'More'. The main heading is 'Reserve funding to train and assess an apprentice'. Below this, it states: 'To reserve funding, you will need:'. A list of requirements follows: 'the month you expect the apprenticeship training to start' and 'the [apprenticeship training course](#) the apprentice will take, which can be changed later'. A green 'Reserve funding' button is at the bottom.

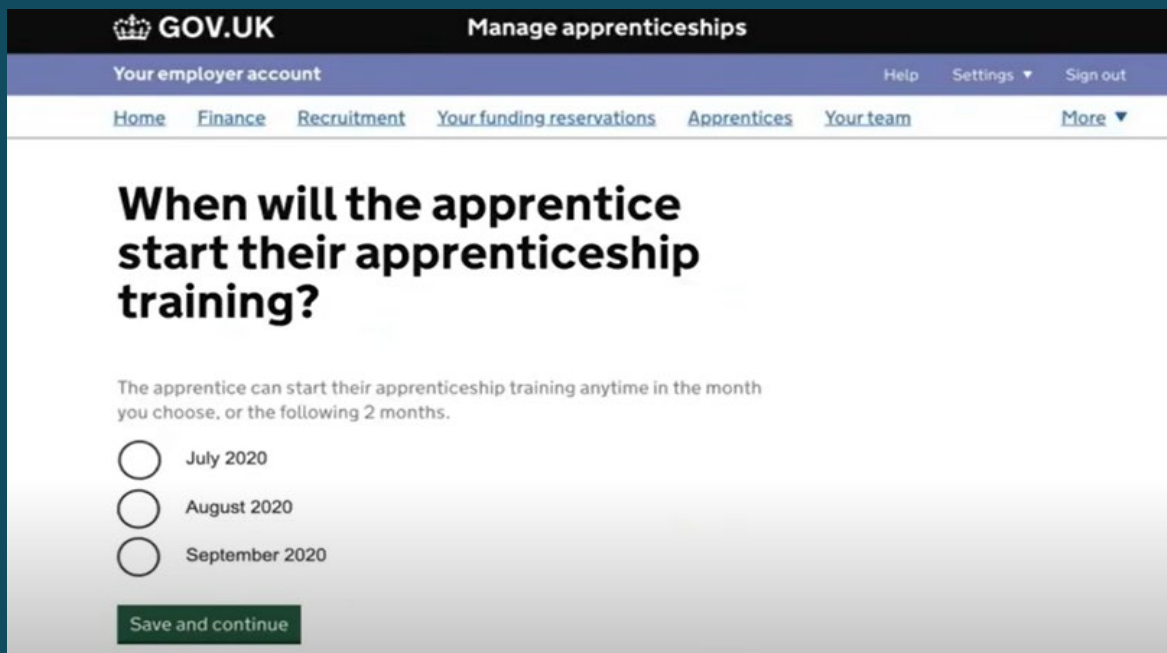
Click on 'Reserve funding'



The screenshot shows the 'Manage apprenticeships' page on GOV.UK. The user is logged in as 'Your employer account'. The navigation menu is the same as in the previous screenshot. The main heading is 'Do you know which apprenticeship training your apprentice will take?'. There are two radio button options: 'Yes' (selected) and 'No'. Below the 'Yes' option is a search bar labeled 'Search for a course'. Below the 'No' option is a link: 'Can I change the course?'. A green 'Save and continue' button is at the bottom.

Select the course you wish to reserve funds for (You can change this at a later date if its needed)

Click 'Save and continue'



GOV.UK Manage apprenticeships

Your employer account Help Settings Sign out

Home Finance Recruitment Your funding reservations Apprentices Your team More

When will the apprentice start their apprenticeship training?

The apprentice can start their apprenticeship training anytime in the month you choose, or the following 2 months.

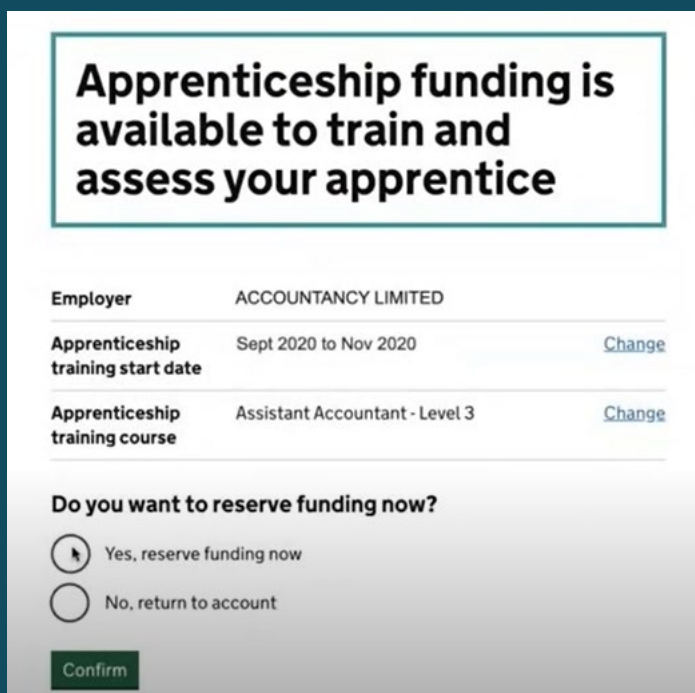
July 2020

August 2020

September 2020

Save and continue

Choose the month the apprentice will start > 'Save and continue'



Apprenticeship funding is available to train and assess your apprentice

Employer	ACCOUNTANCY LIMITED
Apprenticeship training start date	Sept 2020 to Nov 2020 Change
Apprenticeship training course	Assistant Accountant - Level 3 Change

Do you want to reserve funding now?

Yes, reserve funding now

No, return to account

Confirm

The above will appear in which you should check and confirm details. Once you are happy click 'Yes, reserve funding now'

After a reservation has been made you can change the apprenticeship course when adding the apprentice's details. However, if the start date needs to change to outside of the 3-month window a new reservation will be required.

You have successfully reserved funding for apprenticeship training

Employer	Your employer name will appear here
Apprenticeship start date	The month the apprenticeship starts +2 months
Apprenticeship training	Apprenticeship name ▶ Can I change the course?

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](#)

Then click on 'Go to Homepage'

Your new reservation will now appear in the 'finance' section under 'your funding reservations'