

Digital Apprenticeship Service (DAS) Guide



How to register

All apprenticeship employers in England will have access to the full benefits of the Digital Apprenticeship Service (DAS). The service provides employers with control on how you pay for apprenticeship training, access grants, and manage your apprentices.

Before setting up a DAS account, you'll need your company's Government Gateway login details for the PAYE scheme (obtain from payroll), and your organisation's Companies House number or charity number (only if your business has one).

Step One

Open the DAS website: <https://manage-apprenticeships.service.gov.uk> and follow the onscreen instructions as it takes you through the account set up process. You'll set yourself up as a user and will need your organisation details to create the company account. You'll only need to do this for the first log on.

Step Two

Once the account is set up you'll come to the homepage where you can add, view and manage your apprentices. To add an apprentice, click on the 'apprentice' navigation and 'add an apprentice'.

Step Three

Before you can add an apprentice, choose your organisation as the workplace of the apprentice and on the next screen input the details for the UK Provider Reference Number of the training provider supporting the apprenticeship programme.

Aspiral Learning can give you the UKPRN for **Basingstoke College of Technology** to submit.

The next page will confirm BCoT as the named training provider for the apprenticeship.



Did you know?

Incentive Payments of £1000 are available to any employer training a 16 - 18 year old apprentice. Employers are not required to pay National Insurance contributions for apprentices under the age of 25.

Step Four

You can now start adding apprentices to your DAS account. On the review page click 'add an apprentice' and complete the personal details for the apprentice: full name, date of birth, apprenticeship course, planned start date/end date (month/year) and cost of the apprenticeship - excluding VAT.

After completing the details, save and continue. You'll then be asked to send the submitted information to BCoT for the newly added apprentice.

Step Five

Next you'll receive confirmation that the cohort has been sent to BCoT and this will show as pending. Once BCoT has checked and sent back the cohort to you, you'll need to review the cohort details again and check that everything is correct before continuing to approval.

It is important to check the details before approving. If there are any issues you have the option to send the details back to BCoT to amend.

Step Six

Once approved, you've now declared the apprentice's details as correct and BCoT will be paid the funds from your DAS account on or around the 15th of each month.

For full details of all the apprenticeships we offer, see our full-time and apprenticeships course guide.



Need help?

See overleaf for links to video tutorials on how to create and add apprentices to your DAS account, and contact details to get in touch with the Government's Apprenticeship Service and BCoT's Aspiral Learning team.

Video Tutorials

The Education and Skills Funding Agency (ESFA) have created video tutorials to guide employers through setting up and navigating the Digital Apprenticeship Service (DAS) account.

- ◆ How to set up and register a DAS account - <https://youtu.be/NC3RzRrvqoc>
- ◆ How to add an apprentice to your DAS account - <https://youtu.be/8DMTHDCrz64>
- ◆ Reserving apprenticeship funds - <https://youtu.be/mCJxL2nclrg>
- ◆ How to add an apprentice funded by a transfer - <https://youtu.be/4jcUqiStyA4>
- ◆ How to apply for the 'hire a new apprentice' incentive payment - <https://youtu.be/RUg0AVLLAHQ>

For additional information and support, head to the Apprenticeship Service guidance page: www.gov.uk/guidance/manage-apprenticeship-funds or alternatively contact the Apprenticeship Service via phone 08000 150 600 or email the service at helpdesk@manage-apprenticeships.service.gov.uk.



Get in touch

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