BALTIC
APPRENTICESHIPS

A GUIDE TO THE APPRENTICESHIP SERVICE

BE THE FUTURE

REGISTERING ACCOUNT

To register for your Apprenticeship Service Account, you will need the following information:

- An email address
- Government Gateway login or your organisation's PAYE number – you can get this from your accounts/finance department, an employee's P60 or HMRC
- Baltic's UKPRN number: **10019026**
- Authority to accept the employer agreement on behalf of the organisation

Please ensure that the DAS account is set up under the same PAYE as your apprentice will be paid by. This is a funding rule set by the ESFA.

You can create an account using the following link:
https://accounts.manage-apprenticeships.service.gov.uk/service/index

ACCEPTING THE AGREEMENT

You must accept the agreements to successfully add learners onto your account. To do this, follow below steps:

- Log into your digital account
- Scroll to the account section at the bottom of the homepage
- Click on your organisations and agreements
- View and accept

HOME SCREEN

Your account home screen options are split into 3 sections: apprenticeships, finances and account:

- Under the apprenticeship section, you can manage your apprentices and set training provider permissions
- The finances section is where you will be able to manage your apprenticeship funds
- Account settings is where you can manage your details and team permissions

SETTING PERMISSIONS

To allow training provider to recruit and add apprentices records to your DAS account you have to set permissions.

To give Baltic permission to recruit/add the learner to your account:

- On the homepage, scroll to the 'apprenticeships' section and select 'your training providers'
- Next, click 'add training provider'
- Enter Baltic Trainings UKPRN – **10019026** and select 'yes use Baltic Training'
- Once complete, go back to the homepage and select 'your training providers'
- Baltic Training should now appear, click on 'set permissions'

The two permissions you will need to set are:

- Add apprentice record – select allow
- Recruit apprentices – you will get 2 options to choose from:
  1. Allow
  2. Allow, but I want to review job adverts before they are advertised

APPROVAL

If you selected 'allow' but I want to review job adverts before they are advertised when setting permissions then you will need to approve the job advert before it goes live.

To approve the job advert log into your DAS account

- Select 'Adverts'
- Select 'review adverts'
- Click on advert and follow approval steps

USEFUL LINKS

- How to register your account
  https://www.youtube.com/watch?v=NC3RzRrvgoc
- Adding users & PAYE schemes
  https://www.youtube.com/watch?v=0Kwz7sI5K1E
- Reserving funds
  https://www.youtube.com/watch?v=RUg0AVLLAHQ
- Recruiting an apprentice using the apprenticeship service
  https://www.youtube.com/watch?v=HSms5I85bUc