

# ASPIRATION TRAINING

**SETTING UP THE GOV.UK ONE LOGIN AND  
APPRENTICESHIP SERVICE ACCOUNT**



## STEP 1:

Click on the link in your email invitation which will take you to the GOV.UK One website. It will show that Aspiration Training has invited you to create an account.

You will need your PAYE scheme and Tax Office reference numbers to continue. Once you have these details, click on the link to get started.

[Login or sign in here](#)

Click on the green box to begin creating your account.



Dear

at ASPIRATION TRAINING LIMITED has invited you to create an apprenticeship service account for Example.

Create your account at <https://accounts.manage-apprenticeships.service.gov.uk/service/register/>

You'll be asked to sign in with a GOV.UK One Login. If you don't have a GOV.UK One Login, you'll be able to create one. Use a GOV.UK One Login that is linked to an email address you use for work.

## Create a GOV.UK One Login or sign in

You'll need:

- an email address
- a way to get security codes - this can be a mobile phone number or an authenticator app

You can also [use GOV.UK One Login in Welsh \(Cymraeg\)](#).

Create a GOV.UK One Login

Sign in

## STEP 2:

Enter your email address.

## STEP 3:

Enter the code sent to your email from the GOV.UK email.



**BETA** This is a new service – your [feedback \(opens in new tab\)](#) will help us to improve it.

[< Back](#)

### Enter your email address

Continue

### Check your email

We have sent an email to: Your@emailhere.co.uk

The email contains a 6 digit security code.

Your email might take a few minutes to arrive. If you do not get an email, check your spam folder.

The code will expire after one hour.

Enter the 6 digit security code

Continue

[▶ Problems with the code?](#)

## STEP 4:

Create a strong password, make it something memorable as the GOV.UK One service is used for a range of other services.

## Create your password

Enter a password

It must be at least 8 characters and must include letters and numbers. Do not use a very common password, such as 'password' or a sequence of numbers.

<input type="password"/>	<a href="#">Show</a>
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Re-type password

<input type="password"/>	<a href="#">Show</a>
--------------------------	----------------------

► [How to create a secure password](#)

### Agree to our terms of use

By continuing, you confirm that you agree to our:

- [privacy notice \(opens in a new tab\)](#), which explains how we use your personal information
- [terms and conditions \(opens in a new tab\)](#)

[Continue](#)

## STEP 5:

Choose a secondary security option, usually a text message is easier.

If you don't have a phone or tablet you can use an Authenticator app on your PC such as

<https://authenticator.cc/>

<https://authy.com/download/>

<https://gauth.apps.gbraad.nl/>

## STEP 6:

Enter the 6-digit code sent to you and select continue.

You have now have created your GOV.UK One login.

**BETA** This is a new service – your [feedback \(opens in new tab\)](#) will help us to improve it.

### Choose how to get security codes

To finish creating your GOV.UK One Login, choose a way to prove it's you when you sign in.



Text message



Authenticator app for smartphone, tablet or computer

[What is an authenticator app?](#)

Continue

### Check your phone

We have sent a code to your phone number ending with

It might take a few minutes to arrive. The code will expire after 15 minutes.

Enter the 6 digit security code

Continue

[Problems with the code?](#)

**BETA** This is a new service – your [feedback \(opens in new tab\)](#) will help us to improve it.

### You've created your GOV.UK One Login

Now continue to use the service.

Continue

# ACCESSING THE APPRENTICESHIP SERVICE

## STEP 7:

Select 'Services you can use'

Select 'Manage apprenticeships'

## STEP 8:

You will now be prompted to create an Apprenticeship service account.

▼ Services you can use with GOV.UK One Login

You can use GOV.UK One Login with:

- [Apply for a vehicle operator licence](#)
- [Apply to become a registered social worker in England](#)
- [GOV.UK email subscriptions](#)
- [LITE \(Licensing for International Trade and Enterprise\)](#)
- [Manage apprenticeships](#)
- [Modern slavery statement registry](#)
- [Ofqual subject matter specialist account](#)
- [Request a basic DBS check](#)
- [Sign your mortgage deed](#)

GOV.UK One Login does not work with all government accounts and

[Home](#) > [Education, training and skills](#) > [Further and higher education, skills and vocational training](#)

## Sign in to your apprenticeship service account

If you're an employer, sign in to this service to:

- create apprenticeship adverts
- accept employer agreements with the Department for Education (DfE)
- give account access to people within your organisation
- give training providers permission to do some things for you (such as creating adverts and reserving funds)

### Related content

[Employing an apprentice](#)

[Find an apprenticeship](#)

## STEP 9:

For your account to be functional you will need to attach your organisation's PAYE scheme.

You can do this by connecting your Government Gateway account or by using your Accounts Office reference and employee PAYE reference provided by HMRC.

### Where can I find my employer PAYE reference?

*When you register online as an employer, partnership), you will receive this mail at HMRC will issue your unique employer PAYE reference and send it to you within approximately 5 business days, along with a welcome pack for new employers.*

*If your business has been set up as a limited company or an LLP, all correspondence from HMRC will be delivered to your registered office address. If you have a different type of business structure (e.g. sole trader, business*

*partnership), you will receive this mail at your nominated business address.*

*You can also find your employer PAYE reference in other official letters and emails from HMRC, on employee payslips, and on copies of P45s, P60s, and P11Ds issued to your employees. If Accountants are running your payroll, they will also have this information on hand for you.*

[Home](#) [Finance](#) [Adverts](#) [Apprentices](#) [Your team](#) [Your organisations and agreements](#) [More](#)

## MY ACCOUNT

Account ID:

### Add your PAYE scheme to access your account

Add your organisation's PAYE scheme and accept your agreement with the Education and Skills Funding Agency to get funding for apprenticeship training.

[Add your PAYE scheme](#)

## Add a PAYE Scheme

We need you to add the PAYE scheme for your organisation. You can add your PAYE scheme by using:

- the Government Gateway login for your organisation or
- your Accounts Office reference and Employer PAYE reference

▶ [How to find your Government Gateway details](#)

▶ [How to find your Accounts Office reference and Employer PAYE reference](#)

### How do you want to add your PAYE scheme



Use Government Gateway log in



Use Accounts Office reference and Employer PAYE reference.

## STEP 10:

Add your PAYE details if you have been able to obtain these.

Confirm the details for your organisation are correct.

Below are some useful guides if needed:

[Department of Education Guide: Adding users, PAYE schemes and organisations to an account](#)

[Department of Education Guide: Registering an account on the Apprenticeship Service](#)

## Add PAYE details

### Accounts office reference number

This is 13 characters, like 123PX00123456 or 123PX0012345X. It will be on letters from HMRC about PAYE and when you registered as an employer.

### Employer PAYE scheme reference

This is a 3 digit tax office number, a forward slash, and a tax office reference, like 123/ABC456.

[Continue](#) [Cancel](#)

Your employer account Help Settings Sign out

## Check your details

Organisation	ACCOUNTANT LIMITED	<a href="#">Change</a>
Address	9 High Street Coventry West Midlands CV1 2WT	
Companies House number	05072050	
PAYE scheme	001/AC00696	<a href="#">Change</a>


These details are correct

## STEP 11:

You will now need to accept the terms and conditions of the employer agreement.

By agreeing to this you consent to the terms and conditions of using the Apprenticeship Service Account.

Please note: if you skip this step your account will not be functional.

 **Manage apprenticeships**

Your employer account Help Settings ▼ Sign out

**Coronavirus(COVID-19):** [read our guidance](#) on the changes we're making to help your apprentices continue learning or [find out how you can pause your apprenticeships](#).

### When do you want to view the employer agreement?

The employer agreement is between SAMMI CARE HOMES LTD and the Education and Skills Funding Agency (ESFA).


☒ I'll view it now

☐ I'll view it later, after I've created an account

You can skip the agreement and view it when SAMMI CARE HOMES LTD is ready to get or reserve apprenticeship funding.

[Continue](#)

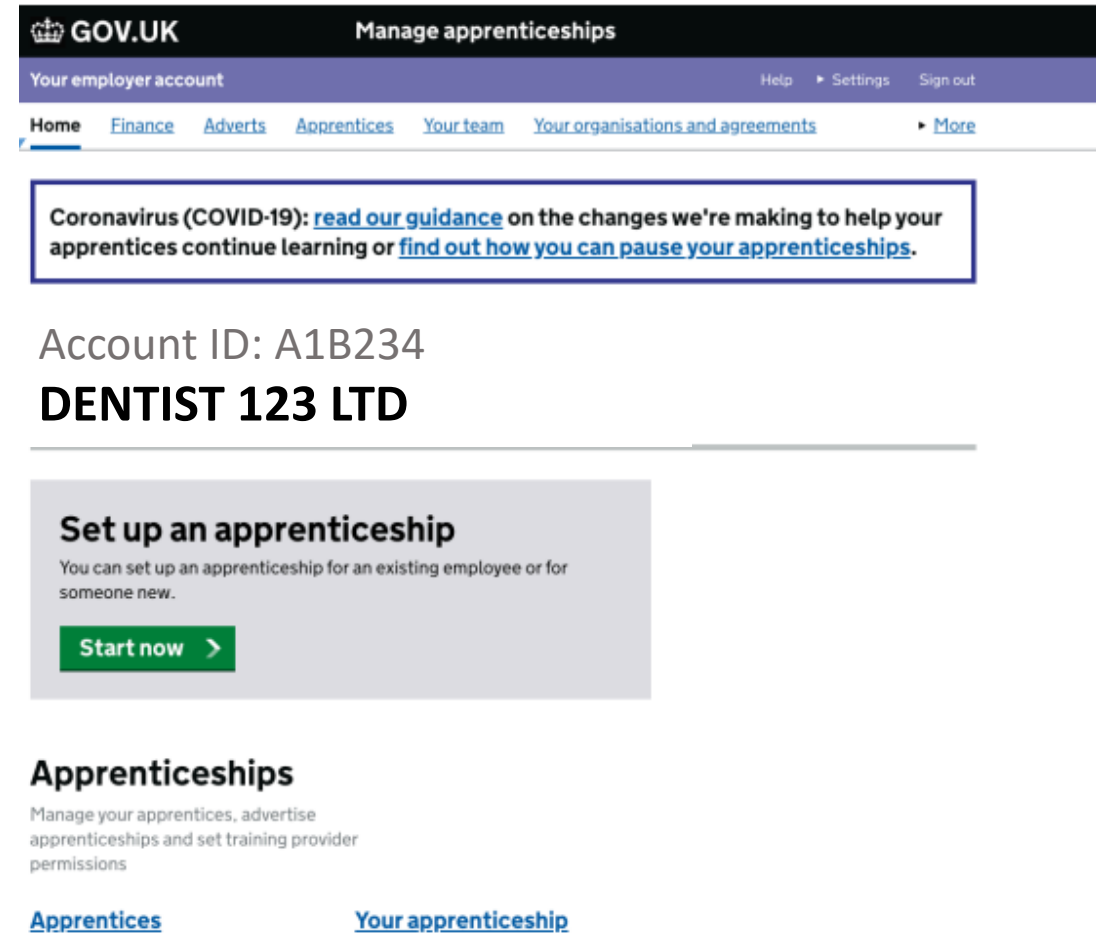
[Help](#) [Feedback](#) [Privacy](#) [Cookies](#) Built by the [Education and Skills Funding Agency](#)



## STEP 12:

Click on the home page of your account.

This can be found in blue in the left-hand corner next to the Finance Option.



The screenshot shows the 'Manage apprenticeships' page on the GOV.UK website. At the top, there's a black header with the GOV.UK logo and the page title 'Manage apprenticeships'. Below this is a purple navigation bar with 'Your employer account' on the left and 'Help', 'Settings', and 'Sign out' on the right. A secondary navigation bar contains links for 'Home', 'Finance', 'Adverts', 'Apprentices', 'Your team', 'Your organisations and agreements', and a 'More' link. A blue box highlights the 'Home' link. Below the navigation is a white box with a blue border containing a message about Coronavirus (COVID-19) and links to 'read our guidance' and 'find out how you can pause your apprenticeships'. The main content area shows the 'Account ID: A1B234' and the company name 'DENTIST 123 LTD'. Below this is a grey box with the heading 'Set up an apprenticeship', a subtext 'You can set up an apprenticeship for an existing employee or for someone new.', and a green 'Start now >' button. Further down is a section titled 'Apprenticeships' with a description 'Manage your apprentices, advertise apprenticeships and set training provider permissions'. At the bottom, there are two blue links: 'Apprentices' and 'Your apprenticeship'.

GOV.UK Manage apprenticeships

Your employer account Help Settings Sign out

Home Finance Adverts Apprentices Your team Your organisations and agreements More

Coronavirus (COVID-19): [read our guidance](#) on the changes we're making to help your apprentices continue learning or [find out how you can pause your apprenticeships](#).

Account ID: A1B234

**DENTIST 123 LTD**

**Set up an apprenticeship**

You can set up an apprenticeship for an existing employee or for someone new.

[Start now >](#)

**Apprenticeships**

Manage your apprentices, advertise apprenticeships and set training provider permissions

[Apprentices](#) [Your apprenticeship](#)

## STEP 13:

Scroll down and select 'Your training providers'.

## Apprenticeships

Manage your apprentices, advertise apprenticeships and set training provider permissions

### Apprentices

Add apprentices, update details of existing apprentices, change training providers and authorise payments to training providers.

### Your apprenticeship adverts

Create adverts to post on find an apprenticeship, view applications, your previous adverts and adverts created by training providers.

### Your training providers

Add training providers and manage permissions to choose what they can do on your behalf.

### Find apprenticeship training

Search for apprenticeships and see details of approved providers who can deliver the training.


## STEP 14:

Select 'Add a training provider'

Enter our unique provider reference number (UKPRN)

10000421

Then click continue.


**Manage apprenticeships**

Your employer account
Help
Settings

[Home](#)
[Finance](#)
[Adverts](#)
[Apprentices](#)
[Your team](#)
[Your organisations and agreements](#)


< [Back](#)

## Your training providers

You can add a training provider, then give them permission to add apprentice records, recruit apprentices and create job adverts on your behalf.

Add a training provider

Training provider name	Permissions
------------------------	-------------


**Manage apprenticeships**

Your employer account
Help
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## Enter your training provider's name or reference number (UKPRN)

A UKPRN is the unique, 8-digit number we use to identify a training provider. Ask your training provider if you do not know it.

Continue

## STEP 15:

Return to the home page and to ‘Your Training Providers’.

Click ‘change permissions’.

Select ‘Allow’ to enable Aspiration Training to add apprentice records.

Recruit apprentices is optional, but this will allow us to manage apprentice applications on your behalf, but only when instructed.

Click ‘continue’.

Training provider name	Permissions	
ASPIRATION TRAINING LIMITED	Cannot add apprentice records Cannot create job adverts	<a href="#">Change permissions</a>

### Add apprentice records

This allows your training provider to add apprentice records. If you do not pay the levy, this permission also allows your training provider to reserve funding.

- ☒ Allow
- ☐ Do not allow

### Recruit apprentices

This allows your training provider to create and manage job adverts. It also allows them to receive and manage applications.

- ☐ Allow
- ☒ Allow, but I want to review job adverts before they're advertised
- ☐ Do not allow

Continue

You have now set up your account and added your training provider.

**Please note:**

- *Adding us as a training provider will only allow us to add your apprentices and/or reserve the funds from the Government.*
- *If your account name is different to your company name, please inform whomever sent this guide to you.*
- *You will need to keep hold of your login details as you will need to access the account again to accept apprentices and apply for any incentive grants you may be entitled to.*



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

Aspiration Training have released this guide at a time that is shown to be accurate and correct at the time of publication (January 2020) 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 and is not intended to replace ESFA guidance or technical instruction. If you would like any further help with this guide, please get in touch.