



Access to the Apprenticeship Service through the GOV.UK website

Step-by-step guide

1 Setting up your company onto the Apprenticeship Service

- Add the PAYE schemes that the Apprentice(s) will be paid through.
- Add the employer organisations that will contract with the training provider.
- Sign agreements so that you can spend your levy funds.
- Add Apprentice(s) to your account so payments can be authorised.

2 Selecting your Training Provider

- West Lancashire College will ask for information in order to draw up a service level agreement which will be sent to the Employer for review and signature and returned back to the Employer.
- Select West Lancashire College part of NCG (UK Provider Reference Number 10004599).
- Is this the main Training Provider for apprenticeship training? Yes.

3 Adding your Apprentices

- Choose if you would like to add the Apprentice details or if you would like West Lancashire College to add the Apprentice details.
- West Lancashire College will receive notification and add the details.
- It will be sent to you for review and approval.
- Once details are mutually agreed (reflected in our signed Service Level Agreement) the learners will be processed and payments made monthly from your levy fund.

PLEASE NOTE: If you utilise all of your apprenticeship levy fund, the Government will fund 90% of the training and you will be liable to pay a 10% contribution.

Contact us

To find out more please call our enquiries hotline:

 01695 52300

You can also email enquiries@westlancs.ac.uk or visit our website westlancs.ac.uk