

# ACCESS TO THE APPRENTICESHIP SERVICE THROUGH THE GOV.UK WEBSITE

West  
Lancashire  
College

## 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. This will be 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? Select yes.

### 3 Adding your Apprentices

- Choose if you would like to add the Apprentice details, or if you would like West Lancashire College to do so.
- West Lancashire College will receive notification upon this request and add the details. It will then be sent to you for review and approval.
- Once details are mutually agreed (reflected in our signed Service Level Agreement), the students will be processed and payments will be 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 Our Team

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