

# Guidance Incentive payments for hiring a new apprentice

Important information here;

<https://www.gov.uk/guidance/incentive-payments-for-hiring-a-new-apprentice>

If you meet the criteria please continue

## **Message 1 – ACTION REQUIRED – Registering for your incentive**


As you are aware, there is currently a temporary employer incentive available through the Government, for employers hiring new apprentices (if the apprentice was employed after 1st August 2020). You could be paid up to £3,000 for each new apprentice, which will be paid in two equal instalments after the apprentice completes 90 days and 365 days from their apprenticeship enrolment date.

[Reserving apprenticeship funds video here](#)

Providing you have all of the relevant information available, this should not take you long to set up, please see link below and action as soon as possible:

*Please note it is vital that this process is all completed either just before or within one month of your apprentice starting as otherwise, application cannot be processed successfully*

<https://accounts.manage-apprenticeships.service.gov.uk/service/index>



The screenshot shows the GOV.UK 'Manage apprenticeships' page. At the top, there is a black header with the GOV.UK logo and 'Manage apprenticeships'. Below this is a purple navigation bar with 'Your employer account' and 'Help'. The main content area has a heading 'Create an account to manage apprenticeships'. Below the heading, it states: 'You need to create or [sign in](#) to an apprenticeship account, then you'll be able to get funding to pay for apprenticeship training and assessment costs.' It then lists the uses of the account: 'You'll use your account to:'. A bulleted list follows: '• get apprenticeship funding', '• find and save apprenticeships', '• find, save and manage training providers', '• recruit apprentices', and '• add and manage apprenticeships'. At the bottom of this section is a green button with the text 'Create account >'.

Once you have created your apprenticeship account, please sign in and complete the following steps:

1 - From the '**Home Page**' on the digital account, scroll down and select '**Your Training Providers**'

2 - Once in the next page, **add** the UKPRN number **10000610** when prompted, it should then allocate to **Bedford College Group**.

3 – A '**Change permissions**' button should appear, please select '**Allow Bedford College Group permissions to add an apprentice**'

Once you have completed this, [contact us](#) or

- Jonathan Stolber [Jonathan.Stolber@aston-training.co.uk](mailto:Jonathan.Stolber@aston-training.co.uk)
- Melvin wright [melvin.wright@aston-training.co.uk](mailto:melvin.wright@aston-training.co.uk)

We will then commence the enrolment of your apprentice and add all of the relevant details for your apprentice(s) and submit back to you for your final approval.

*If you wish to claim this temporary employer incentive, please note we cannot proceed with the process until you have completed the steps outlined above.*

**Applications are to be made before or within the month your apprentice is officially enrolled.**

*Any application processed after one month of your apprentice starting cannot be processed as incentive funding will not be reserved.*

**If you wish to claim this temporary employer incentive, please note we cannot proceed with the enrolment process until you have completed the steps outlined above.**

You will be notified to sign back into your account and confirm the information is correct.

If you have any queries, please do not hesitate to contact us.

### **Message 2 – ACTION REQUIRED – Claiming your incentive**

As previously mentioned, we now require you to sign back into your account and approve your apprenticeship cohort.

To log back into your apprenticeship account, please follow the link below and action as soon as possible:

<https://accounts.manage-apprenticeships.service.gov.uk/service/index>

Once successfully logged in, please complete the following steps:

1 - From the '**Home Page**' on the digital account, scroll down and select '**Cohort Request Ready for Approval**'

2 – Then, '**Approve**' and return to the '**Home Page**'

3 – Next, you will need to scroll down and select '**Finance**'

4 – You will need to select the option to '**Apply for the hire a new apprentice incentive**' and complete the steps as requested on screen

If you have any queries, please do not hesitate to contact us.

**Please be aware that unless the above is all complete within the month of your apprentice start this will impact the incentive**