

# Apprenticeship Service | Setting Permissions

## 1) On Apprenticeship Service click on 'Your training providers'

### Apprenticeships

Manage your apprentices, advertise apprenticeships and set training provider permissions

#### Apprentices

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

#### Your apprenticeship adverts

Create adverts to post on Find an apprenticeship, view applications and view previous adverts.

#### 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.

## 2) Click on 'Add a training provider'

### Your training providers

You can add a training provider, then set permissions to choose what they can do on your behalf.

Add a training provider

## 3) Enter 'SOMERSET SKILLS & LEARNING CIC UKPRN 10042505' and click on 'Continue'

### 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.

SOMERSET SKILLS & LEARNING CIC UKPRN 10042505

Continue

#### 4) Confirm Somerset Skills & Learning CIC by clicking 'Yes' and 'Continue'

## Confirm training provider

The details you entered are for SOMERSET SKILLS & LEARNING CIC, (10042505)

Do you want to add this training provider?

- Yes, add SOMERSET SKILLS & LEARNING CIC, (10042505)
- No, change training provider

Continue

#### 5) Return to 'Your training providers' screen and click on 'Set permissions'

## Your training providers

You can add a training provider, then set permissions to choose what they can do on your behalf.

Add a training provider

### SOMERSET SKILLS & LEARNING CIC

Organisation	Permissions	
Somerset Skills & Learning CIC	No permissions set	<a href="#">Set permissions</a>

#### 6) Select 'Yes' to give Somerset Skills & Learning CIC permission to add apprentice records then click on 'Continue'

## Do you give SOMERSET SKILLS & LEARNING CIC permission to add apprentice records?

If your company does not pay the levy, this will also allow your training provider to reserve apprenticeship funding on your behalf.

- Yes
- No

Continue

7) Select 'Yes' to give Somerset Skills & Learning CIC permission to recruit apprentices then click on 'Continue'

## Do you give SOMERSET SKILLS & LEARNING CIC permission to recruit apprentices?

This will allow your training provider to:

- create and manage job adverts
- receive and manage applications

Yes

No

Continue

8) Click on 'Confirm' to confirm permissions

## Confirm permissions for SOMERSET SKILLS & LEARNING CIC

These permissions are on behalf of Somerset Skills & Learning CIC.

Add apprentice records	Allow	<a href="#">Change</a>
Recruit apprentices	Allow	<a href="#">Change</a>

Confirm

Please note these permissions do not give permission to finalise any apprenticeship record without your final agreement but they will speed up the process.

Once this process is complete and you have agreed the finished record you can claim the government incentives – go to the home page and see below.