

## Need to recruit an apprentice?

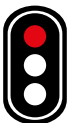
We can help with recruitment.

Get in touch by calling 0800 085 2305 to find potential apprentice matches in your area.

The Education and Skills Funding Agency (ESFA) have confirmed a new funding process for small and medium businesses. Employers will now be required to access government funding for apprenticeships using the gov.uk portal, The Apprenticeship Service (TAS).

JTL are already experienced with managing TAS portal, we can support you with the set up of your account.

If you would prefer, please get in touch and we can talk you through the process over the phone, we have a centralised administration services to support with access to funding and the management of your account, you can reach them by calling 0800 085 2308.



- » You as the employer will now be responsible for creating an account on TAS to reserve your funding and manage your apprentice's funding
- » Read this guide and watch our video to find out how to access your funding. If you are having any problems call 0800 085 2308 or speak to your Training Officer or local Business Development Advisor and we can help.



- » You will need the following information to access the funding portal: **Your PAYE reference number and your accounts office reference number**. If you do not know how to access these, you may need to speak to your accountant or visit the Government website directly <https://www.gov.uk/payee-online>
- » You will need to visit <https://accounts.manage-apprenticeships.service.gov.uk> to get started.
- » Once registration is complete, view and agree the apprenticeship agreement, then add JTL as your provider under Training Provider Permissions. You can do this by using **UKPRN 10003526**.
- » JTL will then reserve the funding on your behalf, add your apprentice details once recruited and activate your funding the start documents have been completed.
- » Rest assured that control remains with you the employer. JTL cannot access any funds for your apprentice until you have logged in to approve the details JTL will have entered on your behalf.



- » Once you have chosen JTL within the ESFA (TAS) system, you will be ready to recruit your apprentice! JTL are on hand to support you throughout this process.