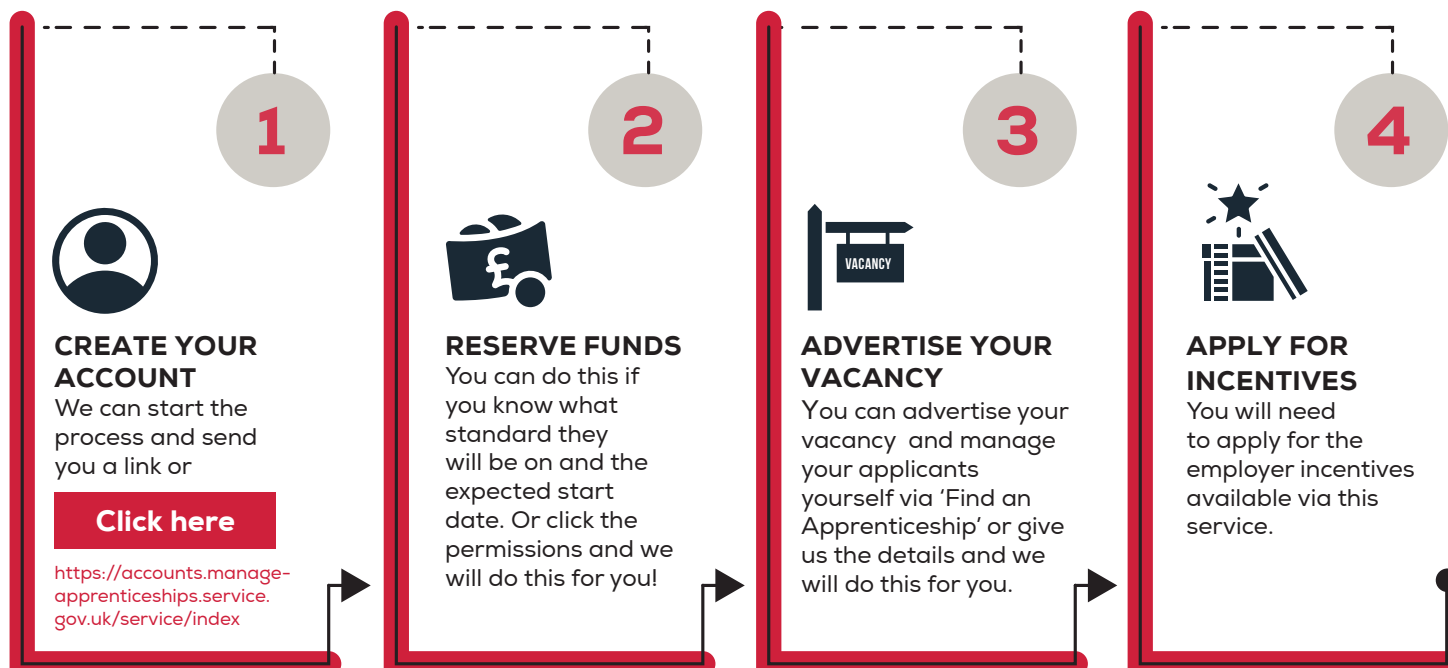


MANAGE APPRENTICESHIPS VIA THE APPRENTICESHIP SERVICE

FROM 01 APRIL 2021 ALL EMPLOYERS WILL NEED TO USE THE '**MANAGE APPRENTICESHIPS**' SECTION OF THE APPRENTICESHIP SERVICE TO RESERVE FUNDING AND MANAGE THEIR OWN APPRENTICESHIPS.

THE CRAVEN COLLEGE APPRENTICESHIP TEAM ARE HERE TO HELP! YOU CAN GIVE US PERMISSION TO DO THIS ON YOUR BEHALF. BUT FIRST, YOU WILL NEED TO SET UP AN ACCOUNT.

HOW TO SET UP AN ACCOUNT:



Additional Info.

- You can reserve funds up to 6 months in advance of the expected start date
- You can reserve up to a max. 10 apprenticeships per employer
- Your reservation will expire if not used



Get **£3,000** for employing a new apprentice!

EMPLOYER INCENTIVE PAYMENTS – THE DETAILS

Current Employer Incentive – 16-18yr old Apprentices

If you employ a 16-18yr old as an apprentice, you will receive a payment of **£1,000** to help meet the extra costs associated with this.

Payments will be made to the employer via Craven College in two equal instalments at 90 days and 365 days of the Apprenticeship.



New increased incentives for Apprenticeship hired between 01 April & 30 September 2021

Employers will receive **£3,000** for new apprentices of any age who join their organisation from 01 April 2021 to 30 September 2021.

Payments will be made directly to employers in two equal instalments at 90 days and 365 days of the Apprenticeship.

For further information or help contact the Apprenticeship Team:

SKIPTON

☎ 01756 693 681

✉ apprenticeships@craven-college.ac.uk

SCARBOROUGH

☎ 01723 588 072

✉ apprenticeshipsscarborough@craven-college.ac.uk

Issues with registering, contact **The Apprenticeship Service**

☎ 08000 150 600

✉ helpdesk@manage-apprenticeships.service.gov.uk



HELPFUL VIDEOS

[What is the apprenticeship service?](#)

[Creating an employer account](#)

[Reserving funds](#)