

Giving the training provider permissions

Apprenticeships

Manage your apprentices, advertise apprenticeships and set training provider permissions

Apprentices

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

Your apprenticeship adverts

Create adverts to post on find an apprenticeship, view applications, your previous adverts and adverts created by training providers.

Your training providers

Add training providers and make 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.

Apprenticeship Service (DAS) Homepage

- ✓ "Apprenticeships"
- ✓ "Your training providers"

Your employer account

[Home](#) [Finance](#) [Adverts](#) [Apprentices](#) [Your team](#) [Your organisations](#)

[< Back](#)

Your training providers

You can add a training provider, then give them permission to add apprentice records, recruit apprentices and create job adverts on your behalf.

Add a training provider

✓ "Add a training provider"

Add a training provider

✓ For this, you will need our UKPRN

✓ = **10000794**

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.

Continue

Continue

Confirm training provider

The details you entered are for SOUTHAMPTON ENGINEERING TRAINING ASSOCIATION LIMITED (THE), (10005760).

Do you want to add this training provider?

☐ Yes, add BOLTON COLLEGE

☐ No, change training provider

Continue

- ✓ Confirm that you want to add us as one of your training providers

You've successfully added BOLTON COLLEGE

What happens next

You need to set permissions for BOLTON COLLEGE so that they can act on your behalf.

You can set permissions in the 'your training providers' section of your account.

Return to your training providers

- ✓ You will then see a big green box confirming that we had been added
- ✓ Click on 'Return to your training providers'

Permissions

Add apprentice records
Create and publish job adverts

[Change permissions](#)

No permissions set

[Set permissions](#)

✓ Here, you need to select 'set permissions' as nothing will have been set

✓ Click 'ALLOW' for 'Add apprentice records'

✓ Click 'ALLOW' for 'Recruit apprentices'

Add apprentice records

This allows your training provider to add apprentice records. If you do not pay the levy, this permission also allows your training provider to reserve funding.

☐ Allow

☐ Do not allow

Recruit apprentices

This allows your training provider to create and manage job adverts. It also allows them to receive and manage applications.

☐ Allow

☐ Allow, but I want to review job adverts before they're advertised

Your training providers

You can add a training provider, then give them permission to add apprentice records, recruit apprentices and create job adverts on your behalf.

Add a training provider

Training provider name	Permissions	
BOLTON COLLEGE	Add apprentice records Create and publish job adverts	Change permissions

▶ [How permissions work](#)

- ✓ You have now given Bolton College permissions to add apprentice records for funding reservations, and the recruit and advertise for new apprentice roles.
- ✓ If you want change any of these permissions, you can amend them by clicking 'change permissions'