



**How is the apprenticeship funded?**

The Government funds apprenticeships using the [apprenticeship funding](#)

[rules](#) which allow employers to claim a grant towards the cost of an apprentice's wages and training costs.

The grant is based on the apprentice's wage and the employer's contribution. The grant is paid to the employer over the duration of the apprenticeship. For more information, see the [apprenticeship standard](#).

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**What will this cost my business?**

The cost of an apprenticeship is the cost of the apprentice's wages and training costs. The grant covers a portion of these costs.

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## How do I set up an account?

Please click [here](#) to set up your account with the National Apprenticeship Service.

You will need The University of the South Wales UKPRN Number which is **10014001**.

If you do not have a digital account yet, then you will require your PAYE number and Accounts Office Reference Number (*your accountant should be able to support with this information*).

## Where can I find my Accounts Office Reference Number?

Your Accounts Office Reference Number will be shown on the letter you received from HMRC when you first registered as an employer. It is also on a vast majority of the correspondence received from HMRC.

The Accounts Office Reference Number is the reference used by an Employer when making payments to HMRC and is often mistaken for the Employer Reference Number (ERN). T 0 1 9. T s). T a 9

## Adding a Training Provider

- Once logged in, you will be required to accept the ESFA agreement, you will need to accept this before you can proceed to the next step.
- From the homepage you need to scroll down and select,
- Select the green button, called
- You will now be requested to enter the UK PRN Number for The University of Suffolk this is:
- Once you have selected The University of Suffolk, you will need to set the training provider permissions.
- You will be required to approve whether you want your training provider to add apprentices details, once enrolled - you will receive notification at this stage from The University of Suffolk.



**For further advice**  
**Please contact the**  
**Apprenticeship Hub Team**  
**[apprenticeships@uos.ac.uk](mailto:apprenticeships@uos.ac.uk)**

