



# Employer Guidance and Next Steps

Information for employers who intend to enroll apprentices at  
Manchester Metropolitan University.



# Getting started

**Congratulations your apprentice is now applying for a Degree Apprenticeship place at Manchester Metropolitan University.**

**This guidance will take you through the next steps and what to expect after your apprentice has received their offer.**

## Application Process

Once your apprentice has submitted their application form this will be processed through firstly our apprenticeship unit and secondly our admissions team. Your apprentice may be asked to submit supporting documents and should do this in a timely manner to avoid delays. If your apprentice is successful in securing a place on their Degree Apprenticeship course, they will receive an offer letter and will then be required to enroll. The apprentice will be provided with the information they need to do this.

## Apprenticeship Service Account

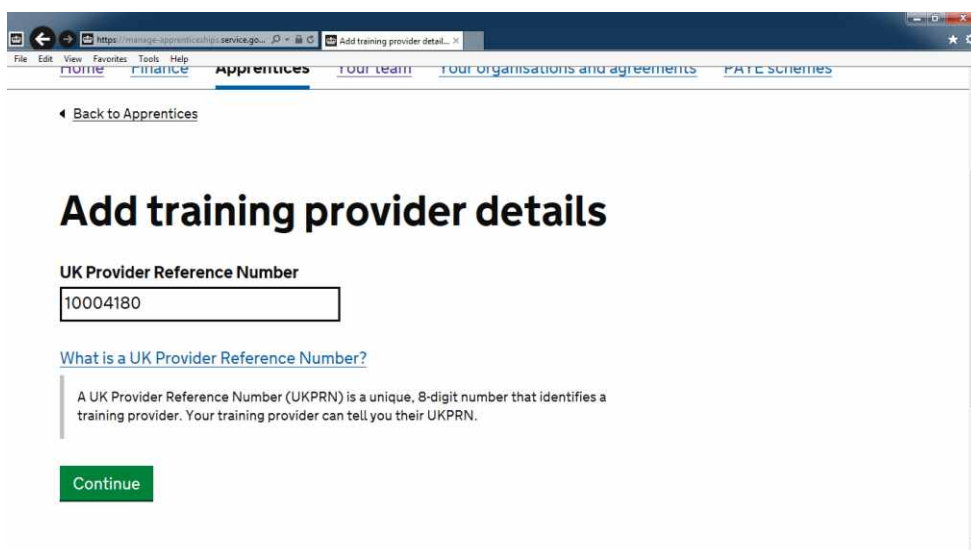
Now is a great time to ensure that you have set up your Apprenticeship Service account in preparation for your apprentice starting on programme.

If you need help with setting up your account, please follow the guidance '[How to register and use the apprenticeship service as an employer](#)' on the government's website or reach out to your Mcr Met apprenticeship account manager.

The Apprenticeship Service is the online portal, which will be used by employers to choose their apprenticeship provider, add apprentices and manage apprenticeship funding. The screen shots below illustrate some of the key pages you will use to choose a provider and register your apprentices.

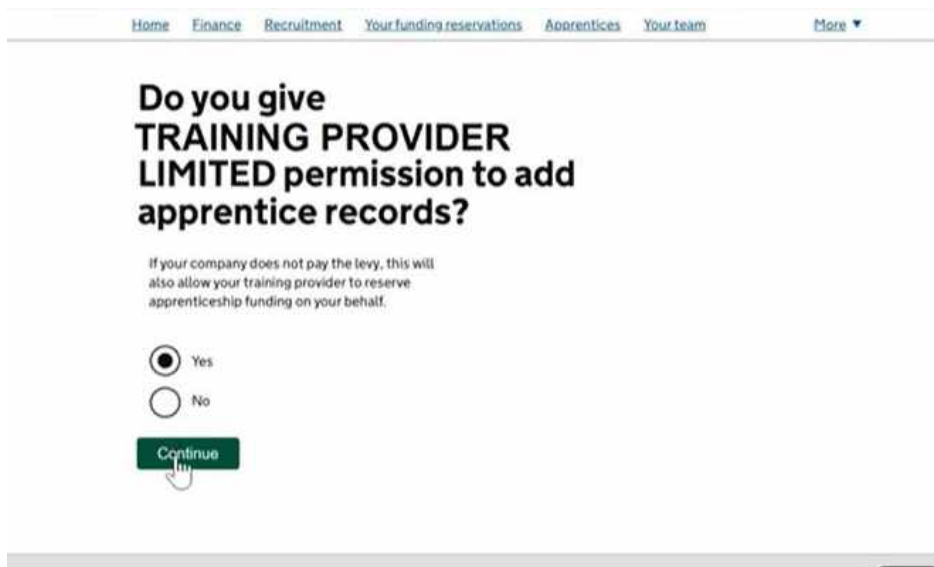
Once you are registered you can add the University to your account. From the home page select 'Training Providers'. Click to add a training provider.

Select Manchester Metropolitan University as a training provider by entering our UKPRN which is 10004180.



The screenshot shows a web browser window with the URL <https://manage-apprenticeship.service.gov.uk>. The page title is 'Add training provider details'. The browser's address bar shows the URL and the page title. The page content includes a navigation menu with links for 'Home', 'Finance', 'Apprentices', 'Your team', 'Your organisations and agreements', and 'PATE schemes'. Below the navigation menu is a link to 'Back to Apprentices'. The main heading is 'Add training provider details'. There is a form field for 'UK Provider Reference Number' with the value '10004180'. Below the form field is a link for 'What is a UK Provider Reference Number?'. A text box explains that a UKPRN is a unique, 8-digit number that identifies a training provider. At the bottom of the form is a green 'Continue' button.

When you add a training provider please ensure you provide permission for us to add apprentice records on your behalf. You will be asked to confirm anything that we add.



The screenshot shows a web interface with a navigation bar at the top containing links for Home, Finance, Recruitment, Your funding reservations, Apprentices, and Your team, along with a More dropdown menu. The main content area features a large heading: "Do you give TRAINING PROVIDER LIMITED permission to add apprentice records?". Below this heading is a sub-heading: "If your company does not pay the levy, this will also allow your training provider to reserve apprenticeship funding on your behalf." There are two radio button options: "Yes" (which is selected) and "No". At the bottom of the form is a green "Continue" button with a mouse cursor hovering over it.

## Reserving Apprenticeship Funds

If you are a non-levy paying organisation who will be using the government's 95% co-investment, you will need to reserve the funds within the Apprenticeship Service.

You can do this a maximum of three months before your apprentice starts their programme and no later than the first day of the apprenticeship. We would recommend reserving funds as soon as you are able to prevent any issues arising later.

You can do this via the 'Your funding reservations' page within the finance section of your Apprenticeship Service account.

There is a comprehensive guide to reserving apprenticeship funds on the ['Get help with the apprenticeship service' website](#).



# Guide to documentation

**There are several documents that we are required to have on record to ensure that as an apprenticeship provider we meet the funding rules set out by the ESFA. These documents will be sent via DocuSign prior to the start of the apprenticeship programme. It is vital that we receive all the signed documents back in order to be compliant.**

## Contract for Services

The contract for services details the legal framework under which the University will deliver apprenticeship training to the Employer.

## Financial Schedule

The financial schedule outlines the cost for each apprenticeship and liability for tuition fees.

## Commitment Statement and Apprenticeship Agreement

The Commitment Statement provides further details about the responsibilities of the University, the employer and the apprentice, and outlines the approach to training that will be provided as part of the apprenticeship. The commitment statement must be signed by the employer, apprentice and University.

An Apprenticeship Agreement must be in place at the start of the apprenticeship. The purpose of the Apprenticeship Agreement is to identify the apprenticeship standard connected to the apprenticeship, the dates during which the apprenticeship is expected to take place and the amount of Off the Job Training the apprentice is to receive. This document must be signed by the apprentice and employer.

Once all signed documents are received, employers are sent welcome pack(s)



# Employer checklist

- I have set up the Apprenticeship Service account and set permissions to allow the University to add apprentices on my behalf
- I have signed the contract for services, financial schedule, Apprenticeship Agreement and Commitment statement
- I have sent all documents back to the University
- I have checked that my apprentice has completed their application
- I have checked that my apprentice has received an offer letter and enrolled on programme.

## Your questions answered

### **What do I do if I have apprentices on more than one programme?**

If you intend to enrol apprentices on to more than one programme we will send you a separate financial schedule for each apprenticeship. You should return both documents to us and the rest of the process is unchanged.

### **What if I don't know all the names of the apprentices?**

If you do not yet know the names of all your apprentices, please ensure you still return the contract for services and financial schedule. These documents do not commit you to recruit a certain number, only once you receive the commitment statements are your numbers finalised.

Please ensure you keep us up-to-date if you think your numbers will be different to those indicated on your expression of interest form, as this will help our planning for the year ahead.

### **Who do I contact for support with the documentation?**

You can contact your account manager directly or the University's Apprenticeship Unit, on 0161 247 3722 or email [apprenticeships@mmu.ac.uk](mailto:apprenticeships@mmu.ac.uk)





## Contact

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