

Digital Apprenticeship Service (DAS) Account Guide



**KIRKLEES
COLLEGE**

EMPLOYERS

Digital Apprenticeship Service (DAS) Account Guide

Use this service to:

- access and manage apprenticeship funding
- receive a transfer of apprenticeship funds where eligible
- advertise vacancies
- choose an apprenticeship training course and find a training provider
- select suitable end-point assessment organisations
- give feedback on apprenticeship training
- give training providers permission to carry out some tasks on your behalf

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Setting up your Digital Apprenticeship Service (DAS) Account

You'll need:

- A GOV.UK One Login account linked to an email address you use for work - you can create this at the same time as creating your apprenticeship service account
- The Government Gateway login for your organisation (or you can use the accounts office reference number and employer PAYE scheme reference number if your annual pay bill is less than £3 million)
- Authority to add PAYE schemes to the account
- Authority to accept the employer agreement on behalf of your organisation

1. Register via the following link or QR code

[Create your GOV.UK One Login or sign in - GOV.UK One Login](#)



Click Create Your GOV.UK One Login and follow the instructions to validate your account

2. Complete the 5 sections



Create your GOV.UK One Login or sign in

You can use your GOV.UK One Login to access some government services.

In the future, you'll be able to use it to access all services on GOV.UK.

You'll need:

- an email address
- a way to get security codes - this can be a UK mobile phone number or an authenticator app

You can also [use GOV.UK One Login in Welsh \(Cymraeg\)](#).

Create your GOV.UK One Login

Sign in

Create your employer account

Account creation incomplete

You have completed 1 of 5 sections.

You do not have to complete all sections at once. Those labelled "completed" have been saved so you can continue your employer account creation later.

1. Add your user details

[Add your user details](#)

Completed

2. Add your organisation and PAYE scheme

[Add a PAYE scheme](#)

Not started

3. Set your account name

Set your account name

Cannot start yet

4. Accept your employer agreement

Your employer agreement

Cannot start yet

5. Add a training provider

Add a training provider and set their permissions

Cannot start yet

Adding a Training Provider to an Existing Account

1. Log in via the following link or QR code

[Create your GOV.UK One Login or sign in - GOV.UK One Login](#)



Click Sign In

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Create your GOV.UK One Login

Sign in

2. Select 'Go to your apprenticeship service account'

Your services

You're signed in as

When you access a service with your GOV.UK One Login, it will appear here. You can go directly to a service to use it again.

Manage apprenticeships

Manage your apprentices, training providers, recruitment and funding.

[Go to your apprenticeship service account](#)

Last used: 11 March 2026

Companies House services

View and update company information.

[Go to Companies House](#)

Last used: 5 February 2026

3. Click 'Manage training providers'

Training

Manage your learners, advertise apprenticeships and set training provider permissions

Learners

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

Recruitment board

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

Manage training providers

Add a new training provider, view existing providers, change permissions, and manage requests from training providers.

Find training and manage requests

Search for training, view details of approved training providers, manage your training requests and view responses.

Feedback on training providers

Give feedback on your training providers.

Join the Apprentice Ambassador Network

Become a member of the network or log in to your existing ambassador hub to find relevant events, latest news and networking opportunities

4. Click 'Add training provider'



Manage training providers

View your training providers and the permissions you currently have with them. Accept or decline permissions requests from training providers, or change their permissions yourself. You can also add a new training provider.

[View how permissions work](#)

[Add a training provider](#)

5. Search for Kirklees College with out UKRN 10003189

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.

10003189

KIRKLEES COLLEGE UKPRN: 10003189

[Continue](#)

6. Provide Kirklees College with the permissions to add apprentice records and recruit apprentices.

You also have the option to enter the information yourself but it will be easier to give the College permission to enter the information on your behalf.

Giving the college permission is safe as you will need to approve anything the College adds.

Set permissions for KIRKLEES COLLEGE

Select what permissions you want this training provider to have for PAUL JOHNSON. You can change these permissions at any time.

Add apprentice records

Training provider can add details of new apprentices and reserve funding for them if needed. Apprentice records will not be added to your account until you approve them.



Yes, but I want final review of apprentice records



No

Recruit apprentices

Training provider can advertise apprenticeships and review applications on your behalf.



Yes



Yes, but I want to review adverts before they're advertised



No

[Confirm](#)

7. Kirklees College will then appear under Manage Training Providers. From here you can amend the permissions at any time if required.

Manage training providers

View your training providers and the permissions you currently have with them. Accept or decline permissions requests from training providers, or change their permissions yourself. You can also add a new training provider.

[View how permissions work](#)

[Add a training provider](#)

Training provider	Permission to add apprentice records	Permission to recruit apprentices	Permissions
KIRKLEES COLLEGE	Yes, employer will review records	Yes, employer will review adverts	Change permissions

Approving Apprentice Details

Once the apprentice paperwork has been fully processed by the college, you are required to approve the apprentice details to ensure funding can be claimed and any eligible employer incentives can be received (without this approval, incentives cannot be paid).

You will receive an automated email when this is ready for you to complete

1. Log in via the link in the email or log in via the following link or QR code

[Create your GOV.UK One Login or sign in - GOV.UK One Login](#)



Click sign in

2. Click 'Learners'

3. Click 'Review learner requests', check the apprentice details and if correct you can select approve.

If you notice something isn't right there is an option to not approve and send it back to us to amend.

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Sign in

Training

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

Recruitment board

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Manage training providers

Add a new training provider, view existing providers, change permissions, and manage requests from training providers.

Find training and manage requests

Search for training, view details of approved training providers, manage your training requests and view responses.

Feedback on training providers

Give feedback on your training providers.

Join the Apprentice Ambassador Network

Become a member of the network or log in to your existing ambassador hub to find relevant events, latest news and networking opportunities

Learners

Add a learner or send a learner request

Add a learner, or send your training provider a learner request.

Review learner requests

Review, edit and approve learner requests sent by your training provider.

Manage your learners

View approved learners, update their details, change training providers, and stop or pause payments to training providers.

Providing Feedback to Training Providers

Providing feedback about us as your training provider through your Digital Apprenticeship Service (DAS) account helps other employers make informed decisions when choosing an apprenticeship provider. We value your feedback and would greatly appreciate you taking a few moments to complete a review.

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Sign in

2. Click 'Feedback on training providers'

Training

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3. Select Kirklees College from your training provider list and start the 3 question survey

Give feedback on

Kirklees College

It's just 3 questions.

We publish your feedback but we don't publish it with your name or the name of your organisation.

We would only disclose your name and the name of your organisation with your feedback if we were legally required to do so.

Start now >



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