

Give us permissions to support you with the process

We would encourage you to give us as your training provider permissions, this way we can add apprentice details and create cohort groups on your behalf making things simpler and quicker for you. All you will need to do is approve them.

You will need our **UKPRN number 1000 0948** – London South East Colleges

Step-by-step guide:

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](#)

Bromley College of Further and Higher Education

Add apprentice records
Create and publish job adverts

[Change permissions](#)

Set permissions for LONDON SOUTH EAST COLLEGES

These permissions are on behalf of Bromley College of Further and Higher Education

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 and trainees

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

- Allow
- Allow, but I want to review adverts before they're advertised
- Do not allow

[Continue](#)

Need more help?

The Education and Skills Funding Agency (ESFA) have created video tutorials to guide you through setting up and navigating your Digital Apprenticeship Service (DAS) account.

- Information required to set up a [DAS account](#)
- How to set up a [DAS account](#)
- How to add an apprentice to your [DAS account](#)
- How to add an apprentice [funded by a transfer](#)
- How to apply for an [incentive payment](#) for hiring a new apprentice

For additional information and support, head to the [Apprenticeship Service guidance page](#) or alternatively contact the Apprenticeship Service via phone on 08000 150 600 or email helpdesk@manageapprenticeships.service.gov.uk.