



BLUE LION
TRAINING ACADEMY

Reserve Funding

How to Reserve funding for non-levy
2020-2021 Academic Year

Document History

Version	Date	Reason for Revision	QMS
V1.1	Aug 2020	Initial release	N/A



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Reserve funding for co-investment training

1. Overview of this document

The purpose of this reserve funding document is to ensure:

- A professional and consistent approach to recruitment and selection of your apprentices
- Adherence to GP02 Equality Diversity and Inclusion Policy and relevant employment legislation
- Adhere to ESFA funding rules and guidance
- Support Employers to successfully join the Apprenticeship Service

2. Scope

This document applies to all external employers wanting to recruit an apprentice or upskill internal staff.

3. Policy Statement

- We want to constantly improve our performance as an organisation. In order to make this a reality, we need to recruit from the widest possible pool of talent.
- Blue Lion Training Academy aims to attract and recruit people with diverse backgrounds, skills and abilities, who will enhance the quality of service and contribute to employers that Blue Lion Training Academy are representing via the Apprenticeship Service.
- Blue Lion Training Academy is committed to providing opportunities for development and career progression to current employees. This means that Blue Lion Training Academy will normally advertise vacancies both internally and externally. However, in exceptional circumstances and on rare occasions, there may be a strong business case for making appointments without advertising the opportunity.

4. Responsibilities

Managers and the Recruitment and Resourcing Team are responsible for different elements of the recruitment process. The Employer must provide a clear job description that is aligned to the apprentice standard and include information of the type of person required including, min education, preferred age, location, mandated and optional requirements to be specific for the advertisement of the apprentice vacancy.



5. Create an Apprenticeship Service account

- You must 1st start with an apprenticeship service account, to do this click on the link below or type it in your internet web browser: <https://www.gov.uk/guidance/manage-apprenticeship-funds>
- Once you have read through the web page and are ready to create an account either click on “[Set up an account](#)” on the webpage or click on the link below or type it in your internet web browser: <https://accounts.manage-apprenticeships.service.gov.uk/service/index?>

 **Manage apprenticeships**

Your employer account

Create an account to manage apprenticeships

You need to create or [sign in](#) to an apprenticeship account, then you'll be able to get funding to pay for apprenticeship training and assessment costs.

You'll use your account to:

- get apprenticeship funding
- find and save apprenticeships
- find, save and manage training providers
- recruit apprentices
- add and manage apprenticeships

[Create account >](#)

6. Manage your apprenticeships

- Once you have created your Apprenticeship Service Account, you must Select Training provider Permissions in your apprenticeship account

Apprenticeships

Manage your apprentices, recruit apprentice and set training provider permissions

[Apprentices](#)

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

[Recruitment](#)

Recruit an apprentice by creating a vacancy. This vacancy will be advertised on Find an apprenticeship.

[Training provider permissions](#)

Set training provider permissions and control what tasks they can do on your behalf.

[Find apprenticeship training](#)

Search for apprenticeships and see details of approved providers who can deliver the training.



Training provider permissions

Add training providers and set permissions. You can allow the training providers to do tasks on your behalf, this can include creating vacancies, reserving funding and adding apprentice records. You will be able to approve anything the training provider does.

Add a new training provider

Search for a training provider

Search for a training provider via a UKPRN.

UK Provider Reference Number

What is a UK Provider Reference Number?

Continue

Set permissions

You can allow BLUE LION TRAINING ACADEMY LIMITED to do tasks on your behalf, this can include creating vacancies, reserving funding and adding apprentice records.

Permissions

Create cohort Yes No

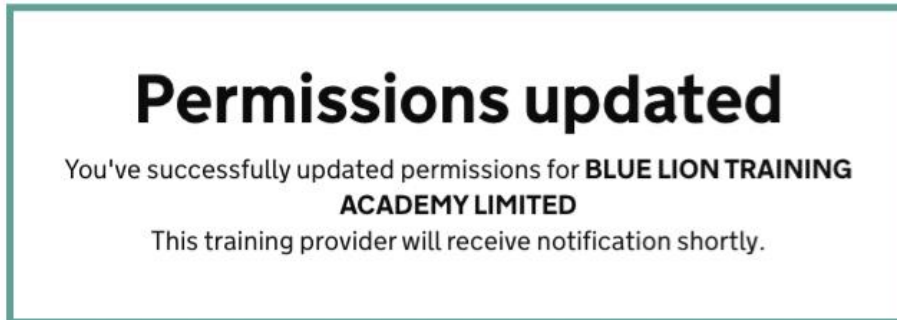
Recruitment Yes No

Set permissions



7. CONFIRMATION

- Once you have set your apprenticeship service account and assign us as your training providers you will receive the following notification in your email inbox



Confirm training provider permissions

BLUE LION TRAINING ACADEMY LIMITED

UKPRN 10065784

Your organisations

Name of your company

Permissions	State
Create cohort	Yes
Recruitment	Yes

Confirm

- Be sure that permissions have been granted, so new cohorts and recruitment process can be handled on your company's behalf
- Once you can see the training provider and your company name,
- The permissions are selected as YES.
- Then click on [\[confirm\]](#)



BLUE LION TRAINING ACADEMY LIMITED reserved apprenticeship funding on your behalf for the following:

- apprenticeship training course start date: Feb 2020 to Apr 2020
- apprenticeship training course: Digital marketer level 3

Sign in to your apprenticeship service account to view -
<https://securefunding.manage-apprenticeships.service.gov.uk/accounts/VWX4JJ/reservations/manage>

This is an automated message. Do not reply to this email.

Kind regards,
Apprenticeship Service

-- Check your email as confirmation --

