



Setting up your Training Provider

1. Log in to your Apprenticeship Service account.

2. Scroll down to **Your training providers** on your homepage.

GOV.UK Manage apprenticeships

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Coronavirus (COVID-19): to find out how we can support you, including changes we're making to help your apprentices continue learning, [read our updated guidance](#).

Account ID: NYE2TD
ORGANISATION NAME

Your apprentice

Name
Course
Training Provider
Start month
Finish month
[View apprentice details](#)

Apprenticeships

Manage your apprentices, advertise apprenticeships and set training provider permissions

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

Your apprenticeship adverts
Create adverts to post on Find an apprenticeship, view applications and view previous adverts.

Your training providers
Add training providers and manage permissions to choose what they can do on your behalf.

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

Finances

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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.

HIT TRAINING LTD 10012467

Continue

3. Start typing **HIT** and they will appear as an option for you to select.

4. Select **YES** to confirm HIT TRAINING as training provider.

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Confirm training provider

The details you entered are for HIT TRAINING LTD, (10012467).

Do you want to add this training provider?

Yes, add HIT TRAINING LTD

No, change training provider

Continue