

# Reserve My Funding

Experts in setting you up on the Apprenticeship Service

## Arranging apprenticeships is moving online

The way to manage your apprenticeship training is changing. Employers who **do not pay** the apprenticeship levy must register on the Government's Apprenticeship Service portal no later than autumn 2020.

Whether your apprenticeship is for a brand new or existing member of staff, all non-levy employers must arrange their training via the Government's Apprenticeship Service portal. The new system will allow greater flexibility for you to manage your apprenticeships.

## Total People do all the hard work for you

Total People's friendly and experienced team are on hand to get you up and running with the new way to reserve apprenticeship funds.

Our dedicated team can:

- Invite you to register on the new digital system
- Remove the administrative burden by managing the entire set up process for you
- Work in partnership with you to understand all aspects of managing apprenticeships online

Contact our dedicated team to get started:

 Call:  
**03333 222 666**

 Email:  
**[enquiries@totalpeople.co.uk](mailto:enquiries@totalpeople.co.uk)**



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How does the new process work?

**Decide on the training you require**

**Do you need to upskill an existing member of staff?**

**Do you need to recruit a new apprentice?**

**Contact Total People**

**Total People will help you:**

**Set up your Apprenticeship Service account**

**Reserve apprenticeship funds on your behalf**

**Advertise your apprenticeship vacancy (if required)**

**Find the right candidate with recruitment support**

**Start training**

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