

## Non-levy paying organisations

The Education and Skills funding Agency (ESFA) who are responsible for apprenticeship funding have moved to a digital system for non-levy employers by which they will be able to make 'reservations' for funding for up to ten apprenticeship starts. The funding will be reserved for three months after which time this funding will expire and a new reservation will have to be made.

Employers who do not pay the apprenticeship levy will be able to create accounts on the apprenticeship service and begin arranging their own apprenticeships.

[How to reserve funding](#)

[Reasoning for smaller Employers joining the digital account](#)

[Setting up a digital account](#)

**Please see the guidance document for more information [here](#).**

In order for employers to set up a user account on the digital service, they will need:

- A valid email address

One of the following:

- Government gateway credentials (organisational level)
- Account office reference number
- PAYE reference number

They may also need:

- Companies house number
- Charity number
- Public body name

In order to make a reservation they will need to know the month in which the apprenticeship starts and the standard to be undertaken.