

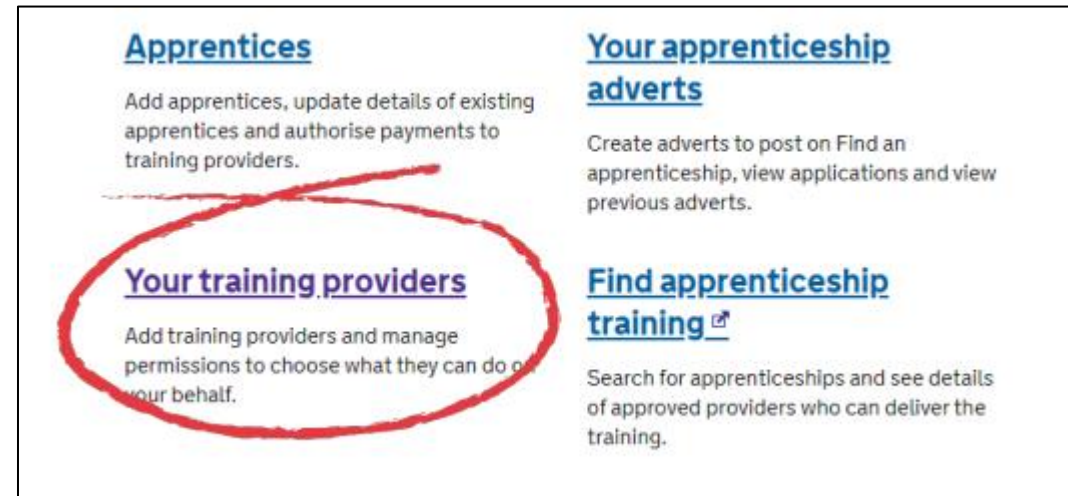
# Apprenticeship Service: Adding Quest and Setting Permissions

An Employer's Guide  
v1.1 – September 2022



# Adding Quest

- Log into the Apprenticeship Service, and click on 'Your training providers'
- Click 'Add a training provider'

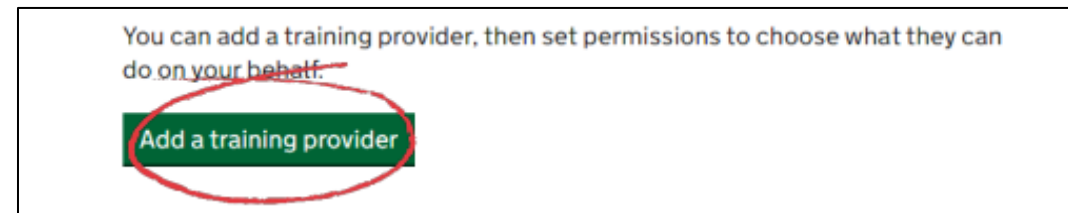


**Apprentices**  
Add apprentices, update details of existing apprentices and authorise payments to training providers.

**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.



You can add a training provider, then set permissions to choose what they can do on your behalf.

**Add a training provider**



# Adding Quest

- Enter 'QUEST TRAINING SOUTH EAST LIMITED' or our UKPRN '10036516' and click 'Continue'
  
- Confirm Quest by clicking 'Yes' and 'Continue'

**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.

**Confirm training provider**

The details you entered are for Quest Training South East Limited

**Do you want to add this training provider?**

Yes, add Quest Training South East Limited

No, change training provider



# Setting Permissions

- Return to 'Your training providers' screen and click on 'Set permissions'
- Select 'Yes' to give Quest to reserve funding and add apprentice records, then click 'Continue'

### Your training providers

You can add a training provider, then set permissions to choose what they can do on your behalf.

[Add a training provider](#)

EMPLOYERS NAME LTD.

Organisation	Permissions	
Quest Training	No permissions set	<a href="#">Set permissions</a>

### Do you give Quest permission to add apprentice records?

If your company does not pay the levy, this will also allow your training provider to reserve apprenticeship funding on your behalf.

Yes

No

[Continue](#)



# Setting Permissions

- Select 'Yes' to give Quest permission to recruit apprentices then click 'Continue'
- Click 'Confirm' to confirm permissions

**Do you give Quest permission to recruit apprentices?**

This will allow your training provider to:

- create and manage job adverts
- receive and manage applications

Yes  
 No

[Continue](#)

**Confirm permissions for Quest Training South East Ltd**

These permissions are on behalf of Quest Training South East Ltd

Add apprentice records	Allow	<a href="#">Change</a>
Recruit apprentices	Allow	<a href="#">Change</a>

[Confirm](#)



## Advice about Permissions

- Please note these permissions do not give permission to finalise any apprenticeship record without your final agreement, but they will speed up the process.
- Once this process is complete Quest will receive an email informing us that the permissions have been changed. Quest can now add timely apprenticeship details, saving you administration time. We will send the data to you to check, and you check the details and click accept.

