

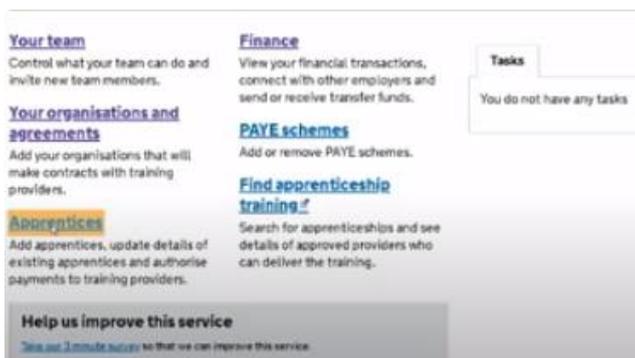
# User Guide Approving a Cohort on the Apprenticeship Service

You should have received an email to approve your apprentices, click the link in the email

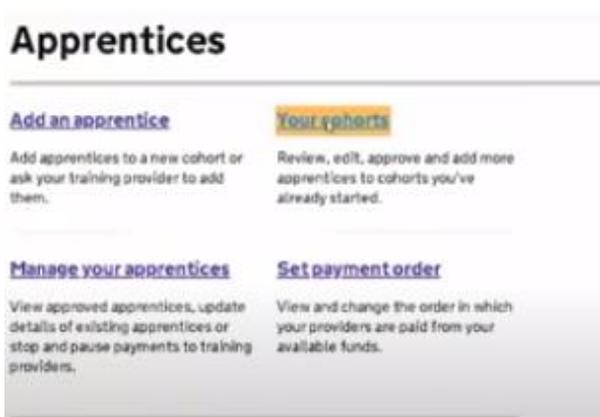
or

Log into your apprenticeship service account

1. Click the apprentices section below



2. Click your cohorts



3. Click on ready for review box



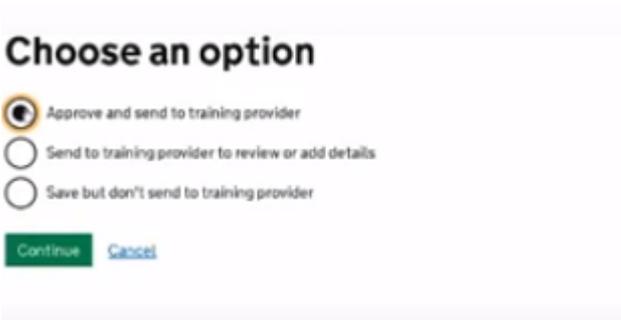
4. Click on the cohort you want to approve



5. This screen displays the details of your apprentice including the cost of the training, this is the cost that is funded either 100% or 95% from the Government. Click the green save and continue button.



6. Click Approve and send to training provider, then the green continue button



7. You can add a message at this point or just click the green send button to approve.

