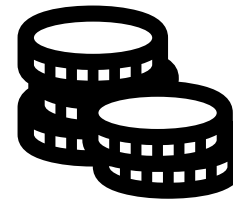


## Guidance for using this document

For some of the stages in the process, left click on the image next to the text for links to more information (some links require an internet connection)

1. Consider how much funding you wish to transfer. This can be up to 25% of your total Levy amount



# NHS 25% Levy Transfer Journey



**Health Education England**

1. Consider how much you can transfer based on your account transfer allowance. This can be up to 25% of your annual funds



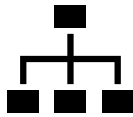
7. Make sure you have read and fully understand the funding rules



8. Review the employer agreement – This will appear within your digital apprenticeship account



2. (Optional) Consult a group such as an Sustainability and Transformation Partnership, Training Hub/CEPN based on a system wide approach



6. Use "Find Apprenticeship Training" to find a suitable training provider to deliver apprenticeships



9. Agree the details and arrange to send and receive – This requires that both employers involved in the transfer have a digital apprenticeship account



3. Find a receiving employer to transfer to – the system now has the functionality to transfer to more than one employer



4. The receiving employer can be a levy payer or non-levy payer, but cannot be sending Levy funds to another employer via a transfer



10. Having any problems? Contact one of your regional Apprenticeship Relationship Managers or the National Apprenticeship Service (NAS) Helpdesk on 08000 150 600



# NHS 25% Levy Transfer Journey



*Health Education England*

## Apprenticeship Relationship Manager contact information

North – Fay Lane: [fay.lane@hee.nhs.uk](mailto:fay.lane@hee.nhs.uk)

Midlands & east – Joe Ryan: [joe.ryan@hee.nhs.uk](mailto:joe.ryan@hee.nhs.uk)

South / South West – Sarah-Jane Marcello: [sarah-jane.Marcello@hee.nhs.uk](mailto:sarah-jane.Marcello@hee.nhs.uk)

London and South East – Jennifer Stone: [Jennifer.stone@hee.nhs.uk](mailto:Jennifer.stone@hee.nhs.uk)