**Apprenticeship Levy Transfer Expression of Interest (EOI) form**

**Giving a Transfer**

Health Education England’s Talent for Care team offers a free match-making service to broker apprenticeship levy transfer opportunities. Up to 25% of unspent levy funds can be transferred to other levy paying, or non-levy paying organisations. Transfers of levy funds can also be made to multiple organisations.

Levy transfers offer several opportunities:

* To productively utilise unspent funds
* To support wider regional workforce skills and development needs
* To engage with employers in your existing supply chain

Further general information about levy transfer opportunity and details of how to transfer funds are available here:

<https://www.gov.uk/guidance/transferring-apprenticeship-service-funds>

**Employers who wish to give a transfer must already have a National Apprenticeship Service Account set up.**

**Your regional HEE Talent for Care Relationship Manager for Apprenticeships can assist with this process:** <https://haso.skillsforhealth.org.uk/news/health-education-england-relationship-managers-meet-the-team/>

**Please provide us with the following information**

|  |  |
| --- | --- |
| Organisation PAYE Name as on the Apprentice Service Account |  |
| Apprentice Service Account ID |  |
| Organisation postal address |  |
| Contact Name |  |
| Contact Email |  |
| Contact Telephone Number |  |
| HEE Region  |  |

**How much Apprenticeship levy are you looking to transfer?**

Please add any additional information to support your EOI (max 200 words)
This might include details of programmes you would like to support e.g. geographical location, type of apprenticeship or no preference

I consent to my details being stored and shared by the HEE Talent for Care Team for the purposes of facilitating a levy transfer. I understand that completing and submitting this form does not provide a guarantee that a match will be found.

If/when funding is found and transferred, liability for the funding then sits with the receiving organisation.

Signed

Name Date

Please return to the relevant staff member for your region:

London – Jennifer.stone@hee.nhs.uk

South East – Elaine.Lancaster@hee.nhs.uk

South West – James.Orpin-Wright@hee.nhs.uk

Midlands – Liz.Sahu@hee.nhs.uk

East of England – Rob.Brooks@hee.nhs.uk

North West - levytransfer.nw@hee.nhs.uk

North East & Yorkshire - LevyTransfer.north@hee.nhs.uk