

## ACCESSING THE LEVY TRANSFER

There have been some minor changes made to the Levy Transfer section of Digital Apprenticeship Service (DAS) recently.

In order to access the Levy Transfer section, your organisation needs to have an Apprenticeship Service Account. You can create an account [here](#).

Previously, in order to access the Levy Transfer section on the main DAS page, users clicked on **Transfers** but this now only take users to the ESFA pledging site.

In order to transfer to an already agreed employer, users now need to click on **Finance** instead.

### OPENING WINDOW

Manage your apprentices, advertise apprenticeships and set training provider permissions

#### Apprentices

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

#### Your apprenticeship adverts

Create adverts to post on find an apprenticeship, view applications, your previous adverts and adverts created by training providers.

3 cohort requests ready for approval  
[View cohorts](#)

Transfer request received  
[View details](#)

#### 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.

## Finances

Manage your apprenticeship funds

#### Your finances

View your financial transactions, connect with other employers and send or receive transfer funds.

#### Your hire a new apprentice payments

Apply for the payment, view applications and change your payment details.

#### Your transfers

View your 25% transfers balance and manage your transfers, including finding a business to transfer your levy to.

If you click on **Your Transfers** you get to the **Pledging Page** and **can't** connect to a specific employer

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[Home](#) [Finance](#) [Adverts](#) [Apprentices](#) [Your team](#) [Your organisations and agreements](#)

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[Home](#) > Your Transfers

## Manage transfers

### My pledges

Create a public funding pledge which is shown online so that businesses can apply to you for a transfer of funds.

You have **0** transfer pledges.

[Create a transfers pledge](#)

[View my transfer pledges and applications](#)

### Apply for transfers funding

Search transfers funding opportunities and apply for a transfer of funds.

You have **0** transfer applications.

[Apply for transfer opportunities](#)

[View applications I've submitted](#)

But if you click on **Your Finances** on the **opening page** you get to:

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Estimated total funding for the next 12 months (based on funds entering your Apprenticeship service account, including the 10% top up)

Estimated planned spending for the next 12 months

Estimated funds expiring in Feb 2022  
[Find out more about expired funds](#)

[How accurate are the estimates?](#)

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### [View transactions](#)

View payments made into and out of your apprenticeship service account.

### [Download transactions](#)

Download your financial transactions within a specific date range.

### [Funding projection](#)

View funding projection to plan your future spending.

### [Transfers](#)

Connect with other employers and send or receive transfer funds.

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Then click on **Transfers:**

### Remaining transfer allowance

[Estimate](#) the number of apprentices you can fund with your transfer allowance.

Employers who pay the apprenticeship levy can connect with other employers and transfer up to 25% of their previous year's annual funds.

Before starting a connection, both the sending and receiving employers need to read and understand the [rules for sending and receiving transfers](#).

Only the sending employer can start a connection.

### Connect to a receiving employer

### Connection requests

Employer	Status
[Redacted]	Approved <a href="#">Details</a>
[Redacted]	Approved <a href="#">Details</a>
[Redacted]	Approved <a href="#">Details</a>
[Redacted]	Approved <a href="#">Details</a>
[Redacted]	Approved <a href="#">Details</a>
[Redacted]	Approved <a href="#">Details</a>

Then Click on Connect to a receiving employer and you can make a specific pledge

#### Applications for incentive payments for hiring a new apprentice now open

Employers can now apply for a payment of £3,000 for new apprentices with an employment start date of 1 October 2021 to 31 January 2022. These apprentices must also have an apprenticeship start date of 1 October 2021 to 31 March 2022.

Applications close 15 May 2022.

### Connect with a receiving employer

To connect with a receiving employer you want to transfer funds to, you'll need to:

- 1 agree the apprentices, training and costs that the transfer funds will cover
- 2 ensure the receiving employer has registered on the apprenticeship service
- 3 request the receiving employer's apprenticeship account ID. This can be found under the account name on the apprenticeship service homepage.

You won't be able to complete the next step until you have the receiving employer's account ID.

Continue

Cancel