

Healthcare

Apprenticeships

# Apprenticeship Tips

6 tips on Apprenticeship  
Funding

<https://haso.skillsforhealth.org.uk/>



# What is the apprenticeship levy

**The Apprenticeship Levy was introduced on 6th April 2017.**

It is an amount paid at a rate of 0.5% of an employer's annual pay bill.

As an employer, you have to pay the Apprenticeship Levy each month if you:

- have an annual pay bill of more than £3 million
- are connected to any companies or charities for Employment Allowance purposes and have a combined annual pay bill of more than £3 million





# What is its purpose?

The Apprenticeship Levy is a charge that was introduced by government to help fund their plans to deliver a step change in apprenticeship numbers and their quality. The levy is designed to put apprenticeship funding in the hands of employers and encourage them to invest in and create apprenticeships.

The levy is there to fund apprenticeship training for all employers. Any unspent levy funds are used to support existing apprentices to complete their training and to pay for apprenticeship training for smaller employers.

## Tip 3

# What will you need to do?

If you don't have one, you will need to set up a Digital Service Account, [click here](#) for guidance on how to do this.

You will use your Digital Service Account to:

- get apprenticeship funding,
- find, save and manage training providers
- recruit apprentices
- add and manage apprentices

Before setting up your apprenticeship service account, you will need:

- an email address you have access to
- the Government Gateway login for your organisation (or you can use the accounts office reference number and employer PAYE scheme reference number if your annual pay bill is less than £3 million)
- authority to add PAYE schemes to the account
- authority to accept the employer agreement on behalf of your organisation



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## HASO - Use it to find out the information you need:

Training Providers are registered on the [Register of Apprenticeship Training Providers](#). End-Point Assessment Organisations (EPAOs) are registered on the [Register of End Point Assessment Organisations](#). This information can be found on the [HASO standards page](#) on each apprenticeship standard pop-up.



## What you need to know:

- which apprenticeship training course the apprentice will be doing
- what month the apprenticeship training will start

Before the apprentice starts their training, you can change the apprenticeship start date and training course.

## Tip 4

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# Using the Digital Service Account

As an employer you will be able to use your Digital Service Account to:

- access and manage apprenticeship funding
- receive a transfer of apprenticeship funds where eligible
- advertise vacancies on [find an apprenticeship](#)
- [choose an apprenticeship training course](#)
- [find a training provider](#)
- select suitable end-point assessment organisations
- give feedback on apprenticeship training
- give training providers permission to carry out some tasks on your behalf

## Account roles & permissions

You can give staff members permission to:

- approve apprenticeship data
- approve costs for training which are agreed with the training provider
- reconcile payments to training providers
- sign the agreement with ESFA

You should give at least one other team member full access. This means that if the account owner is on holiday or leaves the organisation, someone else can sign an agreement or make changes.



# Non Levy Employer apprenticeship funding

For non-levied employers, such as most Primary Care providers, both the employer and the government pay the training provider for apprenticeship training – 5% from the employer and 95% from the Government from April 2019.

All apprenticeships that started before 1 April 2019 will continue at the previous co-investment rate of 10%.

Providers without a non-levy contract can continue to provide training directly to levy-paying employers and to non-levy payers if the employer is receiving transferred funds or they are providing training as a sub-contractor.

Non-levy paying employers receiving transfers from larger levy paying employers can use these transferred funds to cover 100% of apprenticeship costs.

NHS employers are advised to use a formal procurement process to ensure compliance with NHS Procurement Rules. Health Education England have designed a [toolkit](#) to help you navigate the procurement process.



### Reserve apprenticeship funding:

Large levy-paying businesses who pay the apprenticeship levy can pledge up to 25% of their unspent levy funds to a business of their choice.

Non Levy paying employers can apply to receive a transfer of funds to cover 100% of their apprenticeship training and assessment costs (up to the funding band maximum).

All live pledges can be viewed [here](#).

Here are some resources that will guide you through the process:

- A recording of a [webinar](#) given by HEE staff on the whole process
- Updated [FAQs](#)
- NHS 25% levy transfer process [guide](#)

# Levy Transfer





# Other resources

Here are some of the resources that may help you on your journey:

- Visit the [HASO website](#), including Standards page, Quality page, Funding & Levy and Job Family sections.
- Check out the gov.uk [Apprenticeships](#) website including [How to reserve funding](#).
- [Apprenticeship Funding Rules](#)
- NHS Employers guidance on [apprenticeship levy transfer](#).

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