

HOW TO SET UP A DIGITAL SERVICE & ACCESS APPRENTICESHIP LEVY FUNDING:

A GUIDE FOR SMALL AND MEDIUM EMPLOYERS



HOW TO CREATE AN ACCOUNT TO MANAGE YOUR APPRENTICESHIPS



You need to create an apprenticeship account, then you will be able to get funding to pay for apprenticeship training and assessment costs.

You will use your account to:

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

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

- a GOV.UK One Login account linked to an email address you use for work - you can create this at the same time as creating your apprenticeship service account
- 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

Create your account [here](#).

Did you know that apprenticeships can be funded by a levy transfer? This is where a levy paying employer transfers up to 50% of their unused levy to a different employer. The transferred funds are then used to pay for 100% of the training and assessment costs of the apprenticeship. Find out more on page 5 of this guide or [here](#)

TAKING ON AN APPRENTICE AGED 16 - 21 YEARS OLD



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.

However, an exemption to this applies. In the circumstances below, the government will fund all of the apprenticeship training and assessment costs, up to the funding band maximum of the apprenticeship.

For new starts from 1st April 2024:

- Employers who do not pay the levy, if at the start of their apprenticeship training the apprentice is aged between 16 and 21 years old (or 15 years of age if the apprentice's 16th birthday is between the last Friday of June and 31 August)
- Employers who do not pay the levy and have fewer than 50 employees, if at the start of their apprenticeship training the apprentice is aged between 22 and 24 years old and has either an Education, Health and Care (EHC) plan provided by their local authority and / or has been in the care of their local authority.

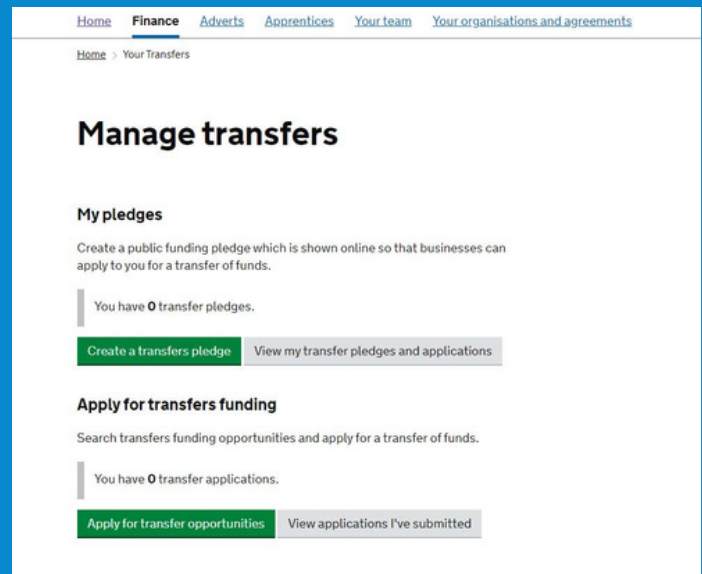
For starts up to 31 March 2024:

Employers who do not pay the levy and have fewer than 50 employees, if at the start of their apprenticeship training the apprentice is:

- Aged between 16 and 18 years old (or 15 years of age if the apprentice's 16th birthday is between the last Friday of June and 31 August); or
- Aged between 19 and 24 years old and has either an Education, Health and Care (EHC) plan provided by their local authority and / or has been in the care of their local authority.

Further details can be found in [version 3 of the 2023-2024 Funding rules](#).

HOW TO RESERVE FUNDING



As a smaller employer, who does not pay the apprenticeship levy, you can reserve funds in the 'finance' section of your apprenticeship service account. You can also give your training provider permission to reserve them on their behalf.

Transferred funds are used to pay for 100% of the training and assessment costs of the apprenticeship up to the funding band maximum. Transferred funds cover the cost of the whole duration of the apprenticeship.

What you'll need

You will need to know:

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

When you can use reserved funds

The reserved funds are available to use from the month of the apprenticeship start date and the following 2 months. The reservation will expire at the end of the 3rd month if you do not use it.

Example

You choose January as the apprenticeship training start date. The funding reservation is valid for January, February and March and expires on 1 April. To stop the reserved funds from expiring, you need to add apprentice details.

HOW TO REQUEST A LEVY TRANSFER



What is a levy transfer?

Apprenticeships can be funded by a levy paying employer transferring up to 50% of their unused levy to a different employer. Transferred funds are used to pay for 100% of the training and assessment costs of the apprenticeship up to the funding band maximum. Transferred funds cover the cost of the whole duration of the apprenticeship.

How to apply for a levy transfer.

- You need an [apprenticeship service account](#) to apply for a transfer to fund an apprenticeship for your business.

Before logging into your account and starting the process you need to:

- know which apprenticeship standard your apprentices will be undertaking
- know how many apprentices you need funding for
- know the location of where your apprentice will be working from
- know the expected apprentice start date

You can apply for multiple apprentices within one application if they are doing the same apprenticeship.

See page 2 of this guide for more details of how to set up a digital service account.

If you are interested in finding out more about sending or receiving a levy transfer please contact nhsapprenticeships@hee.nhs.uk



**To find out more visit HASO,
check out the Funding & Levy page
which contains further
guidance and resources.**