

## New Anglia LEP Apprenticeship Levy Transfer Scheme

Supporting the  
training needs of SMEs  
through levy transfer



New Anglia LEP's Apprenticeship Levy Transfer Scheme allows an organisation's unspent funds to be transferred to local SMEs so they can offer training opportunities and jobs to people who are not in work.

If you are an SME or have used all your levy and would like to employ an apprentice or upskill existing staff, the training costs of the apprenticeship can be covered through our scheme.

New Anglia LEP can support you to fully understand the responsibilities of employing an apprentice and how the funding will support you and your business. We can also guide you through the process of registering with the Government Gateway and help to find the training provider that best suits your needs.



# The Facts

- The transfer funds can only be used to fund apprenticeship training and assessment.
- Funding is for any aged apprentice and any level from Level 2 to Level 7.
- As the receiving employer, you will need to set up an account with the Apprenticeship Service to receive the transfer and pay for apprenticeship training.

<https://accounts.manage-apprenticeships.service.gov.uk/service/index>

- Before setting up your account, you will need your organisation's Government Gateway user ID and password. Your payroll or finance department should have this information.
- If your organisation has a payroll agent, do not use the agent's login details. You will need to register for the HMRC's online service if you do not already have Government Gateway credentials.

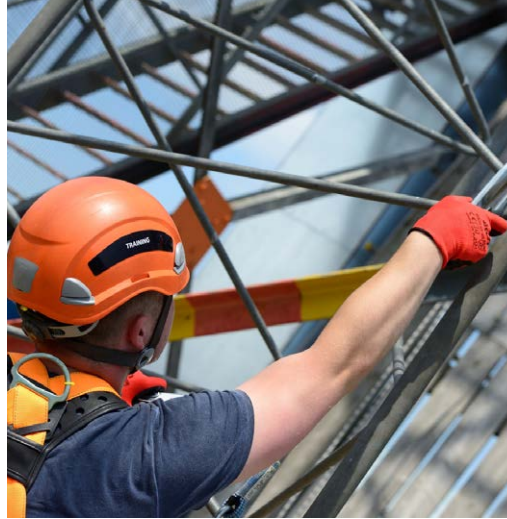
<https://www.gov.uk/log-in-register-hmrc-online-services/register>

- As the receiving employer for the Apprenticeship Levy, you will need to sign an agreement with the Education and Skills Funding Agency (ESFA). There will be a prompt to do this once you have set up your account.
- The funds are for an identified apprentice, along with the apprenticeship standard they are completing.
- As the receiving employer, you will select the training provider.
- Once set up with the Apprenticeship Service, you will be able to manage and view transactions in your account and invite other members of your team to join the account.
- If the apprenticeship stops e.g. the apprentice leaves the company, the funding will stop. You will not need to pay back any funds to the transferring employer.
- If the employer sending you the money runs out of funds, the ESFA will request you make a 5% contribution to the cost of the apprenticeship training for each month the transfer employer does not have enough funds to transfer. The Government will pay the remaining 95%.
- The transfer can only fund up to the funding band maximum of the standard. If the cost of the training is more, you will have to pay the difference to the selected training provider.
- There is no restriction on the number of apprentices you employ or use transfer funding for.



## Things to consider

- As an employer, you must consider carefully whether your organisation can support the training of an apprentice for the duration of the apprenticeship.
- An apprentice can add value to your company and help you to grow your business.
- You may be eligible for additional funding through local and government initiatives.



## Further Information

- To discuss taking on an apprentice or upskilling your staff through the scheme, contact Alison Ward, Apprenticeship Levy Transfer Coordinator, on 07901 207114 or email [alison.ward@newanglia.co.uk](mailto:alison.ward@newanglia.co.uk)

You can find out more at <https://newanglia.co.uk/apprenticeship-levy-transfer/>

## Useful websites

### Government guidance on levy transfer:

<https://www.gov.uk/guidance/transferring-apprenticeship-service-funds#employers-who-want-to-receive-a-transfer>

### Apprenticeship Funding Bands

<https://www.gov.uk/government/publications/apprenticeship-funding-bands>

### ESFA Funding Rules

<https://www.gov.uk/guidance/apprenticeship-funding-rules>

# HOW CAN YOU SUPPORT A YOUNG PERSON?

**EMPLOYERS RECEIVE  
£2000**  
for each new apprentice they hire **under 25**



**ADDITIONAL  
£1000**  
for apprentices 16-18 and those under 25 with an Educational Health Care Plan



**ADDITIONAL  
£1000**  
when employing a new apprentice under 25 through the Recruit Retain Reward scheme for Norfolk and Suffolk

**EMPLOYERS RECEIVE  
£1500**  
for each new apprentice 25+



**FULLY FUNDED TRAINING**

through Apprenticeship Levy Share for all age groups.



**EMPLOYERS RECEIVE  
£750**  
for each work experience placement offered to students 16-24 on a T-Level programme

**EMPLOYERS RECEIVE  
£1000**  
for up to **10 traineeship learners** supported through work placement



**KICKSTART SCHEME**

Government pays wages for **6 months** for a young person 16-24 and on Universal Credit and under threat of long-term unemployment



Terms and Conditions may apply for employer support

For more information, contact Alison Ward at New Anglia LEP

[alison.ward@newanglia.co.uk](mailto:alison.ward@newanglia.co.uk)

[apprenticeshipsnorfolk.org/](http://apprenticeshipsnorfolk.org/) · [apprenticeshipssuffolk.org/](http://apprenticeshipssuffolk.org/) · [newanglia.co.uk](http://newanglia.co.uk)

**NEWANGLIA**

Local Enterprise Partnership  
for Norfolk and Suffolk

