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APPRENTICESHIPS: LEVY TRANSFERS
GOOD PRACTICE GUIDE: Making it easier for
employers to utilise levy funds

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Jo James OBE
Chief Executive
Kent Invicta Chamber of Commerce

Apprenticeships help businesses of all sizes to increase technical skills in the workplace, tackle skills shortages and boost productivity. They are an excellent way to recruit a pipeline of new talent and to retain and develop a highly skilled workforce.

That's why, in local business communities across the country, Chambers of Commerce are supporting firms to access apprenticeship funding through Levy Transfers. Connecting businesses large and small, we aim to boost the level of skills funding and training available to employers and help strengthen supply chains and sustainable careers.

This employer guide is the joint work of the DFE, ESFA and the BCC. If you are a business with Apprenticeship Levy funds to share, or an SME with apprenticeship ambitions, we hope it will help you to connect and succeed.



WHAT IS A TRANSFER?



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- A levy paying employer can transfer up to 25% of their annual levy funds to another employer (to pay for the training and assessment costs for apprenticeship standards)
- Transfers can support new apprenticeship starts (which includes existing staff) or where the apprentice's employer has changed
- Transfers can be used to support skills gaps and shortages within locations or sectors
- Levy paying employers can have greater control over how their unused levy is spent

What are the Benefits of a Transfer?



- Keep funding to a location of your choice
- Help stimulate demand for apprenticeships amongst small and medium-sized employers (SMEs)
- Help address critical skills shortages
- Build relationships within supply chains
- Levy employers can choose where their unspent levy funds are used

Pledge and Transfer Apprenticeship Funds Service

A [new online service](#) launched Autumn 21

- Where you are looking to find another employer to transfer funds to, or receive funds from
- Transfer pledges will be shown on [GOV.UK](#). This is a public facing platform whereby employers, training providers and intermediary bodies can search for transfer opportunities. Employers will apply for a pledge via their apprenticeship service account
- Sending employers can set criteria regarding the type of apprenticeship(s) they are willing to fund, including sector and/or location

Direct Transfer Connection

- Where you already know the organisation that you want to transfer funds to, or receive funds from. This could be an organisation in your supply chain or where you are already working with an intermediary body
- The sending (levy) employer will need the receiving employers account ID to start the connection





SENDING (LEVY) EMPLOYERS



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- Your transfer allowance is set at 25% each financial year. This will show in your apprenticeship service account towards the end of April
- You can help support apprenticeships within your supply chain, sector or geographical location.
- Transfers can also support known skills shortages or be part of supporting your Corporate Social Responsibility goals

“Levy funds which are unspent expire, resulting in a missed opportunity for employers to choose how these funds are used”

“Transfer funds will leave your apprenticeship service account first and are taken on a monthly basis”





CHECKLIST DETAILS:



Apprenticeship Levy funds: make sure that you have enough levy to cover the cost of the apprenticeship. NB: this could cover multiple financial years



Criteria: Do you want to support specific sectors, locations and/or apprenticeships?



How to promote your transfer: Do you want to use the online Pledge and Transfer Apprenticeship Funds service?



Intermediary Support: Do you want to engage an intermediary body to help support you? For example, they could help with due diligence checks on those organisations who have applied for your transfer funds



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1. Pledge amount and option to hide organisation name

NOT STARTED

[Amount you want to pledge](#)

[Show or hide your organisation's name](#)

2. Criteria

OPTIONAL

The following criteria are all optional. They will remain set to 'all' unless you choose to change them.

[Location](#) All of England

[Sector](#) All sectors and industries

[Type of job role](#) All apprenticeship job roles

[Level](#) All qualification levels

Streamlined form to create your pledge. If you want to you can specify the types of apprenticeships and/or businesses that you want to support

Manage transfers

Your transfer allowance FY 2021/22

£200,000

Allocated for transfers FY 2021/22

£120,000

Remaining transfer funds FY 2021/22

£80,000

Easily see your 25% transfer allowance, along with how much you have already committed (this includes existing transfer commitments) and your remaining funds

For a step-by-step guide on how to create your pledge, please refer to the [‘How To’](#) video on the ESFA YouTube Channel



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- Your transfer funds must cover the full cost of the training and assessment (up to the funding band maximum) for the duration of the apprenticeship
- You cannot provide the training (either as a main provider or subcontractor) for an apprenticeship that you are funding via a transfer
- Outside of the transfer pledge criteria, you cannot impose any conditions on the receiving employer such as choosing the training provider they should use
- Once the transfer of levy funds has been processed, the responsibility and liability of the transfer funded apprenticeship lies solely with the receiving employer. The sending employer has no accountability for that apprenticeship going forward, apart from the commitment to fund the apprenticeship over its entire duration until completion

For more information and further rules, please refer to the [Apprenticeship Funding Rules](#) on GOV.UK





- Review your applications in a timely manner – remember there is a potential apprentice awaiting your outcome
- You can work with an intermediary body to help support you. They could work with their network of contacts to identify potential receiving employers and review your transfer applications, etc
- You are advised to undertake due diligence checks on the potential receiving employer before accepting any transfer applications
- If the receiving employer asks for your advice on training providers, this can be given
- Build a relationship with the receiving employer. Where this is a SME, sharing your knowledge could help increase participation in apprenticeships and ensure learners receive a quality experience



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RECEIVING EMPLOYERS



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- Transfers is one way of receiving funding to support the costs of apprenticeship training and assessment
- By receiving a transfer, if you do not pay the levy then you will save the 5% employer co-investment. Also transfers do not count towards ‘reservation of funds’
- Apprenticeships are not just for new employees, they are available to upskill existing employees too

“In order to receive a transfer you will need to set up an apprenticeship service account”

“Transfers are not just for smaller businesses; levy employers, employer-providers and Apprenticeship Training Agencies can also receive a transfer”





CHECKLIST DETAILS:



Apprenticeship Service Account: to apply for and to receive a transfer you will need an Apprenticeship Service account.



Apprenticeship Standard: you will need to know what apprenticeship standard you would like the transfer to fund. For more information on what standards are available please refer to Find Apprenticeship Training or search on the Institute for Apprenticeships and Technical Education website



Training Provider: check to see which training providers deliver your chosen standard. For more information please refer to Find Apprenticeship Training



Start Date: have an idea of when you would like your apprentice to start, as you will need to let the sending employer know



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- The application form is simple to use. Apply for a pledge via your apprenticeship service account
- Once you have found the right transfer opportunity to apply for, complete and submit the application form. This will be sent directly to the levy (sending) employer to review

For a step-by-step guide on how to apply for a pledge, please refer to the '[How To](#)' video on the ESFA YouTube Channel

1. Apprenticeship training	NOT STARTED
Job role	-
Number of apprentices	-
Start by	-
Have you found a training provider?	-
2. Your business details	NOT STARTED
Sector	-
Location	-
3. About your apprenticeship	OPTIONAL
More detail	-
4. Contact details	NOT STARTED
Name	-
Email address	-
Phone number	-
Business website	-



- A transfer must be agreed and in place before an apprentice (being funded by the transfer) starts their apprenticeship. The only exception to this is where the apprentice is changing employer – however, this must be agreed by the point the apprentice starts with their new employer.
- The transfer amount you receive should cover 100% of the eligible training and assessment costs, up to the funding band maximum, of the apprenticeship standard. However, if at any point the ‘sending’ employer has insufficient funds to cover the cost of your apprenticeship training you will enter into employer co-investment (if you are a levy payer, then the ESFA will use your levy funds first). Also, if the total negotiated price of the apprenticeship exceeds the funding band maximum, you must pay all of the additional costs.
- You must not provide any incentives or inducements or any other payments in return for receiving a transfer.
- The responsibility and liability of the transfer funded apprenticeship lies solely with you, as the apprentice’s employer. The sending employer has no accountability for that apprenticeship going forward, apart from the commitment to fund the apprenticeship over its entire duration until completion.

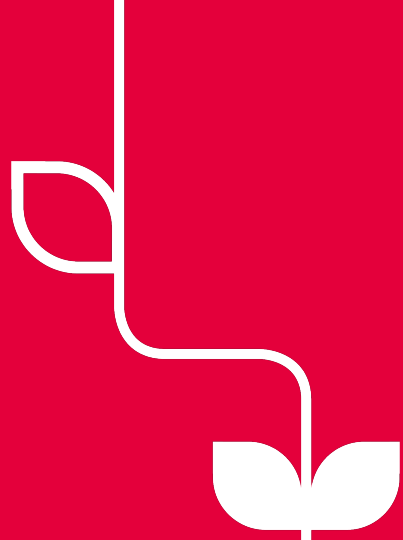
For more information and further rules, please refer to the [Apprenticeship Funding Rules](#) on GOV.UK





- Create your Apprenticeship Service account as soon as possible – you will need this to apply for, and receive, a transfer.
- When applying for a transfer, include some details about why you want to employ an apprentice and what the apprentice will help your business to achieve, etc.
- If you have submitted multiple applications, please withdraw any that are no longer required. These funds can then help support other apprenticeship starts.
- Keep the sending employer informed of any changes, for example, if the apprentice's start date is delayed, the apprentice takes a break in learning or withdraws from their apprenticeship.





CASE STUDIES



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Modular building specialist Portakabin are supporting four smaller businesses to take on apprentices by sending them apprenticeship funds via a levy transfer.

The local engineering and manufacturing businesses benefitting from this transfer are EJOT UK, Olicana, WITT Group and The Bright Screw Company. The responses from all these businesses has been overwhelming relief and gratitude to Portakabin in enabling their sustainability and growth.

“All of these businesses are Yorkshire-based, non-levy paying employers, which means we get the opportunity to fund their apprentices.

Thanks to being able to transfer our remaining levy, we are able to secure more apprenticeships in Yorkshire and support British-based manufacturing. Over four years we will support 11 apprentices working across a variety of engineering and mechanical skills.

We are also supporting the Leeds City Region Enterprise Partnership (LEP) by highlighting to other apprenticeship-levy paying businesses to make the most of unspent levy funds and consider supporting training opportunities across their local communities through a levy transfer”

AMANDA STANTON, HR DIRECTOR, PORTAKABIN



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The Co-op is one of the world's largest consumer co-operatives with interests across food, funerals, insurance and legal services. The Co-op Levy Share service was designed to improve employment opportunities for candidates from under-represented groups, introducing funders to businesses creating apprenticeships for candidates from ethnic minority, LGBTQ+ or low socio-economic backgrounds.

"It's such a valuable opportunity to see our otherwise unspent levy make a meaningful difference to candidates and businesses. We see first-hand, within our own group, how apprenticeships can support aspiration and give young people access to a brighter future. Being able to work with a frontline Fire and Rescue service, and create apprentices who save lives, is a real privilege for our Co-op.

Having an influence also means we can build on our work to create more opportunities for young people from under-represented groups, who may experience prejudice or discrimination at the beginning of their career."

Co-op

"We would have had to reduce the number of non-firefighter apprentices we employed and divert funds from elsewhere in the Fire Service, potentially needing to make some very difficult decisions.

It has helped us to sustain our recruitment activity and continue to offer a good quality training programme to our Firefighter Apprentices. Our apprentice firefighters are a valuable asset to the service, as we continue to transform GMFRS into a modern, progressive organisation."

Greater Manchester Fire and Rescue Service



**GREATER MANCHESTER
FIRE AND RESCUE SERVICE**



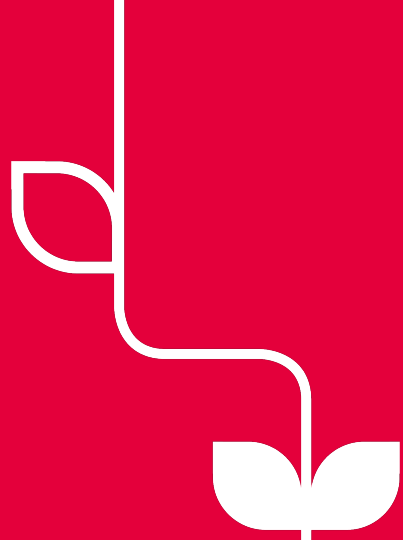
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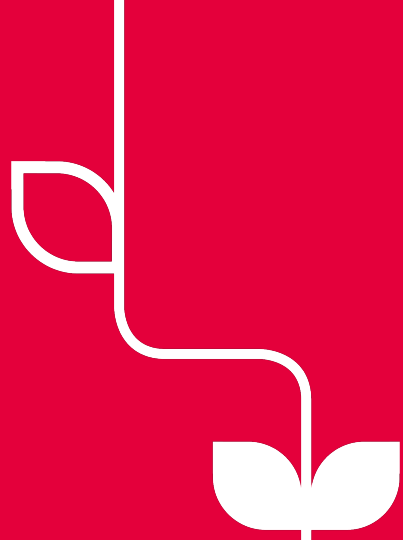


TRAINING PROVIDERS



- All training providers can view the transfer pledges that are advertised on [GOV.UK](https://www.gov.uk)
- You can see what opportunities are available within your location and/or sector
- You can work with your networks – levy employers and SMEs - to help promote and facilitate transfers





Q&A



SENDING EMPLOYERS

Q) As a sending employer, if I already know the employer I want to send a transfer to do I still need to use the new Pledge and Transfer service?

A) No, you will still be able to do a direct transfer connection. When you log into your apprenticeship service account and into the Your Transfers section you will see both options for creating a transfer:

1. Manage transfer connections - where you know the business you want to send funds to
2. My transfer pledges - where you can create your transfer pledge that you want to advertise

When doing a direct connection you'll need to know the apprenticeship service account ID number for the receiving employer

Q) As a sending employer can I add pledges at any time?

A) Yes, you can create a pledge at any time during the financial year. It is your transfer allowance that is calculated at the start of each financial year

Q) Is the pledge amount just for the financial year?

A) Yes, however it is important to note that by agreeing to fund an apprenticeship via a levy transfer that you are committing to fund this for the apprenticeship duration - so you should ensure that you will have enough funds in future financial years to cover this





Q) Is there a minimum amount for a pledge?

A) At the moment, there is no set minimum amount (although this will be updated shortly). However your pledge amount must be able to cover the funds that will be needed to support the training and assessment costs (for that financial year) of the transfer funded apprenticeship

Q) Why am I receiving applications that are not a 100% match against the criteria that I've set?

A) When undertaking user research, levy payers said they wanted to see all applications as this would then give them the choice of which apprenticeships to support. For example, after approving applications that fully match your criteria you may still have pledge funds left, and could decide to use these to support those applications which were less than a 100% match

Q) With regards to the criteria section, are we able to be more specific; for example if we only want to fund certain standards (i.e. bricklayers) or we only want to work with receiving employers who pay the national living wage?

A) When creating your pledge you will be able to set criteria around location, sector, type of job role and apprenticeship level. The application form has been kept as streamlined as possible. When undertaking user research these four categories were the main areas that sending employers wanted to specify

You will be able to see which standard the receiving employer has entered onto their application and they will have provided their contact details, so you could have a conversation with them to find out more about the apprenticeship they want funding for.





Q) Why is the estimated cost based on the funding band maximum?

A) As the transfer has to be agreed before the apprenticeship starts, any financial calculations are based on the funding band maximum – the maximum amount that you would have to commit too. However, the receiving employer is expected to negotiate the price with the provider, taking into account any prior learning for example, and record the actual agreed price on the apprenticeship service and Individualised Learner Record (ILR). Therefore, the transfer funds taken from your levy pot each month will reflect the actual cost that is recorded.

Q) Do you have advice on how to approach due diligence checks, as this could vary by sector and industry?

A) The ESFA does not specify how organisations should approach any due diligence checks. Every employer has their own governance processes. Some employers may want to contact the receiving employer directly to build a relationship with them and understand more about why they want a transfer. This is not mandatory and is up to the sending employer if they do this.

As sending employers, you need to make sure that you are happy to send funds to the receiving employer. If you wish to, you could work with an intermediary body, who could undertake any due diligence checks on your behalf.

Q) Why can't I see which training provider the receiving employer has chosen?

A) Employers in receipt of a transfer are able to select any approved training provider from the Register of Apprenticeship Training Providers. Details of this agreement is at the discretion of the receiving employer and the provider.



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Q) Do I need to have a contract in place between our organisation and the one we're transferring funds to?

A) The sending and receiving employer are expected to reach an agreement on what a transfer will be used for. Once the transfer of levy funds has been processed, the responsibility and liability of the transfer funded apprenticeship lies solely with the receiving employer. The sending employer has no accountability for that apprenticeship going forward, apart from the commitment to fund the apprenticeship over its entire duration until completion

Q) What happens if the apprentice that I am funding through a transfer doesn't start or withdraws from their apprenticeship?

A) Transfer funds are made on a monthly basis from your apprenticeship service account to the receiving employers account. This is linked to the data that is recorded, by the provider, on the Individualised Learner Record (ILR). Therefore, payments are only made once an apprentice's record has been submitted. Where an apprentice withdraws from their apprenticeship early, no future payments are taken. You will therefore be able to re-use these committed funds to support other levy transfers (should you so wish)





RECEIVING EMPLOYERS

Q) Is it only SME's (i.e. employers who do not pay the levy) that can apply for pledges?

A) No, any employer can apply for a pledge

Q) If I employ an apprentice who has already commenced their apprenticeship, can I apply for a levy transfer to pay for the remainder of their training?

A) A transfer must be agreed and put in place before an apprentice (being funded by the transfer) starts their apprenticeship. The only exception to this is where the apprentice is changing employer – see question below

Q) Is an apprentice eligible for a levy transfer if they move employers? Could their new employer receive a transfer in order to continue their apprenticeship? (NB: their apprenticeship is currently not funded by a transfer)

A) Where there is a change of employer, then the apprenticeship could continue with the new (second) employer under a transfer arrangement (subject to the normal transfer rules). The new (receiving) employer and sending employer will still need to agree the transfer on the system . Please note that this must be agreed by the point the apprentice starts with their new employer. Also when agreeing to the transfer, then the normal discussions around prior learning, etc will need to take place between the new employer and provider.





Q) If an apprentice moves provider (but remains with the same employer), are you able to use a transfer to fund their apprenticeship with the new provider? (NB: their apprenticeship is currently not funded by a transfer)

A) No, it is only in instances where there is a change of employer (see previous question).

Q) When looking at the pledges that are being advertised on GOV.UK, I can see several that say ‘Opportunity’ – what does this mean?

A) This is where the sending employer has decided to remain anonymous at this stage of the process. You will only be able to see their details once they have accepted your application

Q) As a potential receiving employer can we see contact details for the sending employer?

A) No, you will only be able to see the sending employers name

Q) How do we answer the question ‘where your apprentice will work’ if this is an ATA or Flexi-Job agency who might have multiple places of work?

A) The location is relating to where the apprentice will be working from, or where their main base will be





Q) What will happen over the next financial year? Will I (as the receiving employer) have to re-apply for levy funds?

A) No, once you have created a transfer connection with the sending employer then they are committing to fund your apprenticeship

Q) As an employer who doesn't pay the levy, can I only apply for a levy transfer once I have used my 10 reservations allowance?

A) No, there is no link between transfers and reservations – and transfers do not count towards the reservations limit. For example:

- You could use transfers before or instead of reservations, i.e. have 12 apprenticeships funded by transfers and none funded by reservations
- You could have a combination, i.e. 2 apprenticeships funded by reservations and 3 apprenticeships funded by transfers
- You could utilise all the reservations, i.e. 10 apprenticeships funded by reservations and then 5 apprenticeships funded by transfers

Can applicants apply for multiple levy pledges?

A) Yes, you can apply for multiple pledges. When you have had an application accepted, please ensure that you withdraw the applications that you no longer require

Q) Will applications be auto rejected if an application is made outside the criteria set by the sending organisation?

A) No, you can still apply for a pledge even if you don't fully meet the criteria that has been set by the sending employer



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AVAILABLE RESOURCES



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If you require more information, please refer to the supporting materials:

- [YouTube Channel](#) videos, including:
 - [How to register for an apprenticeship service account](#)
 - How to [create](#) / [apply](#) for pledges
 - Recorded webinars (sending and receiving employers)
- [Knowledge Articles](#)
- GOV.UK
 - [Sending employers](#)
 - [Receiving employer](#)
- [Apprenticeships.gov.uk](#)
 - Aimed at apprentices and employers



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- [Apprenticeship Funding Rules](#)
 - Separate documents for Employers, Employer-Providers and Main Providers
- [Employer Roadmap](#) :
 - 10 steps for a quality apprenticeship

The Pledge and Transfer Apprenticeship Funds service is designed to be quick and simple to use. Employers can also connect to more information and support through your local Accredited Chamber of Commerce.

Chambers are best placed to help support you with your skills and business growth ambitions. Find your local Accredited Chamber by visiting <https://www.britishchambers.org.uk/page/join-a-chamber>



GLOSSARY OF TERMS



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- **Apprentice**

An individual who is doing an apprenticeship and engaged under an apprenticeship agreement (or alternative arrangement). Apprentices are employed. They work alongside experienced staff, gain job-specific skills, earn a wage, get holiday pay and time for study related to their role

- **Apprenticeship**

A job with training. This includes the training and end-point assessment for an employee. The full definitions of an approved English apprenticeship (standards) can be found in Part 1 of the Apprenticeships, Skills, Children and Learning Act 2009

- **Apprenticeship Funding Rules**

These documents set out the guidance that applies to all employers (participating in the apprenticeship programme through a digital account on the apprenticeship service) and main providers (delivering apprenticeships)

- **Apprenticeship Levy**

A levy on UK employers to raise funds to pay for apprenticeship training and assessment. It is charged at 0.5% of an employer's pay bill, but each employer receives an allowance of £15,000 to offset against their levy payment. Because of the allowance, only employers with an annual pay bill greater than £3m must pay the levy. Levy payments are made monthly to HMRC

- **Apprenticeship service**

The digital interface to services designed to support the uptake of apprenticeships. The service is aimed primarily at employers who engage with main providers and apprenticeship assessment organisations to deliver and facilitate the apprenticeship programme. It allows employers to choose, and pay for, the apprenticeship training that they want and will support the uptake of apprenticeships. The service contains information coming from a range of different sources, including main providers





- **Apprenticeship service account**

The area on the apprenticeship service where employers can manage their funding and apprentices, view their account balance, plan their spending and apply for a levy transfer

- **Apprenticeship Standards**

An apprenticeship standard in relation to England for the purposes of the funding rules describes the occupation to which it relates and sets out the outcomes that persons seeking to achieve the standard are expected to attain in order to successfully complete the apprenticeship. Apprenticeship standards are approved and published by the Institute for Apprenticeships and Technical Education. Apprentices can only be enrolled against an apprenticeship standard once it is identified as 'approved for delivery' on the Institute for Apprenticeships and Technical Education website

- **Apprenticeship Training Agencies (ATAs)**

An organisation that recruits and employs apprentices on behalf of employers

- **Break in learning**

When an individual takes a break of at least 4 weeks from their apprenticeship but plans to return to it in the future. This could be linked to a break from work (e.g. illness, maternity leave or parental leave) or the apprentice could still be working but has agreed with their employer and provider to take a break in their learning

- **Change of Circumstance**

Changes in an apprentice's personal or employment circumstances, or to their apprenticeship. There are different actions to take and effects on funding depending on the type of change



- **Direct Transfer Connection**

Where the sending employer already knows the receiving employer that they want to work with

- **Eligible Costs**

Costs that directly relate to the delivery of training and on-programme assessment. More information on eligible and ineligible costs can be found within the Apprenticeship Funding Rules

- **Employer co-investment**

Sharing the cost of training and assessing apprentices with the government. The following types of employers will pay co-investment:

- non-levy payers
- levy payers who have run out of levy funds

For apprenticeships that started on or after 1 April 2019, employers pay 5% towards the cost of apprenticeship training. The government will pay the rest (95%).

Government-employer co-investment is funding that is not paid for from an employer's apprenticeship service account (because the employer does not pay the levy or has insufficient levy funds in their apprenticeship service account). Employers will need to make a mandatory co-investment with the government.



- **Employer-Providers**

Any organisation who delivers some, or all, of the 'off-the-job' training element of an apprenticeship to their own staff and holds a contract with the ESFA through which they directly route funds from their apprenticeship service account or government-employer co-investment. The employer-provider will have overall responsibility for the training and on-programme assessment conducted by themselves, their delivery subcontractors and will have a contractual relationship for the end-point assessment conducted by an end-point assessment organisation. The payment for the end-point assessment is through the employer-provider.

- **End point assessment**

An assessment that takes place at the end of an apprenticeship, to make sure apprentices have reached the necessary level to be awarded an apprenticeship

- **Expiry of funds**

Employers have 24 months to use their funds once they enter their apprenticeship service account, after this point, their funds will expire. Any unspent levy funds within each financial year are then used to support existing apprentices to complete their training, pay for apprenticeship training for smaller employers and additional payments to support apprentices

- **Funding Band**

The financial range that the government will contribute towards the cost of delivering training and assessment for an apprenticeship standard. The range is between £0 and a defined funding band maximum. The maximum ranges from £1,500 to £27,000 and is the most that the government will contribute, including amounts that can be taken from a levy-paying employer's apprenticeship service account. Currently, there are 30 funding bands. They do not include costs for English and maths or additional payments for young people



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- **Intermediary Body**

An intermediary body tends to be a location or sector based organisation that can provide additional administration support and advice to employers. They can be a link between the sending and receiving employers and can help to facilitate the transfer

- **Levy employers**

An employer, or group of connected employers, with a collective annual pay bill of over £3 million who therefore pay the levy

- **Main provider**

Any organisation holding a contract with the ESFA through which they directly route funds from an employer's apprenticeship service account or government-employer co-investment. The main provider will have the overall responsibility for the training and on-programme assessment conducted by themselves and their delivery subcontractors, and have a contractual relationship on behalf of the employer for the end-point assessment conducted by an end-point assessment organisation. The payment for the end-point assessment organisation is through the main provider

- **Pledge and Transfer Apprenticeship Funds service**

This is the new online service that the ESFA have launched to help facilitate levy transfers. Sending employers can upload details of the funding they have available onto GOV.UK, whereby other employers can then view, search and apply

- **Receiving employers**

Employers (levy or non-levy paying) who receive a transfer of apprenticeship funds from a levy-paying employer

- **Register of Apprenticeship Training Providers (RoATP)**

A list of organisations that are eligible to receive government funding to train apprentices





- **Reservation of funds**

Since January 2020 employers who do not pay the apprenticeship levy have been able to create accounts on the apprenticeship service and reserve funding to cover the costs of apprenticeship training and assessment. Reservations provide certainty that the Government will pay for apprenticeship training while also managing the availability and affordability of apprenticeship funding for non-levy paying employers

- **Sending employers**

Levy-paying employers who have unused apprenticeship funds in their apprenticeship service account and transfer them to another employer

- **SME**

Small and medium-sized employers

- **Subcontractor**

A separate legal entity or an individual that has an agreement (called a subcontract) with the main provider to deliver any element of the education and training the ESFA funds

- **Total Negotiated Price**

The price negotiated between an employer and main provider for all the eligible costs of an apprentice's training and assessment

- **Training and assessment**

The delivery of training and on-programme assessment by a main provider or any organisation contracted for this purpose



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- **Training provider**

Organisations that are on the Register of Apprenticeship Training Providers and appointed by an employer and / or holding a current funding agreement with the ESFA or contracted through a main provider for the delivery of training and on- programme assessment, as part of the employer's agreed apprenticeship programme

- **Transfer Allowance**

Your transfer allowance is calculated as 25% of your previous financial year's apprenticeship levy funds. The apprenticeship service calculates this amount as 25% of:

- the total amount of levy you declared in the previous tax year
- with the English percentage applied (the percentage of your employees that live in England)
- plus the top-up payment of 10% from the government

- **Transfer of funds**

When levy-paying employers transfer any unused apprenticeship funds in their account to other employers

- **Transfer pledge / opportunities**

Where a levy-paying employer advertises their wish to transfer funds to another employer. The employer will create their pledge and this opportunity will be advertised on GOV.UK

- **Withdrawal**

When an apprentice leaves or stops taking part in their apprenticeship before they have completed it. This could be temporary, and the apprenticeship can be restarted. A withdrawal is not a break in learning

