**\*\* PLEASE ENSURE THIS FORM REMAINS IN WORD FORMAT\*\***

**BSW STP Partnership Funded Apprenticeships**

**Levy Transfer Application Form**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Levy receiving organisation details** | | | | |
| Organisation name: |  | | Number of required places: |  |
| Address: |  | | Start date: |  |
| Organisational Apprentice Lead / organisational contact: |  | | Has the manager agreed to support 20% off the job training: |  |
| Telephone no: |  | | Does the receiving organisation already have a levy account: | Yes / No |
| Email: |  | | If no, is the receiving organisation happy to set up an account | Yes / No |
| Proposed training provider: | |  | | |
| Proposed apprenticeship: | |  | | |
| Requested total funding amount: | |  | | |
| Proposed programme length: | |  | | |
| Please detail the potential benefit of this apprentice/apprenticeship to the Banes, Swindon and Wiltshire Partnership: | |  | | |
| Please detail the potential benefit of this apprentice/apprenticeship to the receiving organisation. | |  | | |

**Apprenticeship Lead / Apprentice Manager Signature of requesting organisation:**

**Date:**

**Outcome of application**

To be completed by BSW Apprenticeship Lead or Nominated Person / other designated organisation, such as the transfer organisation.

|  |  |  |  |
| --- | --- | --- | --- |
| Date application discussed: |  | Has a transfer been agreed: | Yes / No |
| If transfer not approved please state reason(s) why: |  | | |
| Name of levy transfer organisation: |  | Number of apprentices to be funded: |  |
| Contact name & details for levy transfer organisation: |  | Amount of funding agreed: | £ |
| Has an MoU been signed by transferring organisation: | Yes / No | Date receiving organisation informed of available funding: |  |
| Has the receiving organisation appealed against the decision? | Yes / No | Date appeal referred to the Education Leads Group |  |

**BSW Apprenticeship Lead / Nominated Person Signature:**

**Date receiving organisation informed of decision:**