**FAQ’s on the transfer of levy funding for use by non-levy employers in the funding of apprenticeships**

Banes, Swindon and Wiltshire (BSW) Partnership are delighted to inform you that we are now in the position to offer a transfer of levy funding to non-levy employers to support in the funding of Apprenticeships.

To help guide you through this process we have provided some frequently asked questions.

Q. What is the Apprenticeship Levy?

A. The Apprenticeship Levy is a levy on UK employers to fund new apprenticeships. The levy will only be paid on annual wage bills in excess of £3 million, and so less than 2% of UK employers will pay it. Although 98% of employers won’t pay into the Levy, all employers can use it to fund apprenticeships.

Q. Who can apply for a levy transfer?

A. The following employers can apply for a levy transfer.

* Any non-levy paying organisation within BSW ICS that wishes to apply for levy transfer to cover apprenticeship costs.
* Any levy paying organisation within BSW ICS that has used all their funds and wishes to apply for levy transfer to cover apprenticeship costs.
* Any organisation outside BSW ICS that requests levy transfer

The aim is to ensure that levy funds stay within the BSW area to promote apprenticeships that will benefit the organisations, the staff and the overall workforce of all health and social care organisations within BSW.

Q. What can the levy funding be used for?

A. Apprenticeship levy funding can be used for any new apprentice undertaking an apprenticeship standard for the cost of apprenticeship training and assessment via an approved training provider who is on the Register of Training Providers. This can apply to existing staff as well as those employed directly into an apprenticeship.

Q. How can I apply for a levy transfer?

A. If you are interested in applying for levy transfer funding please contact Petra Freeman [petra.freeman1@nhs.net](mailto:petra.freeman1@nhs.net) (or nominated person) for a copy of the Service Level Agreement and Application Form.

Q. What happens once I have completed the form?

A. Please return all applications to [petra.freeman1@nhs.net](mailto:petra.freeman1@nhs.net) (or nominated person) Each application will be discussed at the next monthly BSW Apprenticeship Network Meeting.

At the meeting a decision on whether to support the application will be made and which levy paying organisation will fund the transfer. Following the meeting you will be contacted and informed of the outcome and if appropriate the transferring organisation.

Q. Is there anything else that I will need to do?

A. In order to receive levy funding you will need to create an online account with Gov.UK to manage apprenticeships <https://www.gov.uk/guidance/manage-apprenticeship-funds>. In order to qualify for an account you must have registered at least one:

* Account owner
* Organisation
* PAYE system

To register a new account on the apprenticeship service you will need:

* your account owner’s email address
* your organisation’s Companies House number, charity number, or public sector body name
* your PAYE scheme’s Government Gateway credentials

To register an account, first enter your account owner’s email address to receive a unique code. The service will ask you to confirm this code to verify the email address is correct.

Once the email address has been verified, the service will ask for your organisation to be registered. This is done by entering your organisation’s Companies House number, charity number, or public sector body name.

Finally, the service will ask for a PAYE scheme to be registered.

If you have any questions please contact Petra Freeman [petra.freeman1@nhs.net](mailto:petra.freeman1@nhs.net) or nominated person.