**Flowchart to confirm process for BSW non-Levy paying employers to set up a Levy transfer.**

NLP = non-Levy payer – e.g. GP Surgery ICS = Integrated Care System  
**Blue boxes** = action for non-Levy payer **Orange boxes** = action from ICS  
**Green boxes** = action from Transfer organisation

NLP returns URN Form to Salisbury Managed Procurement Services (SMPS) ([simon.dennis@nhs.net](mailto:simon.dennis@nhs.net)). **Please note:** The Levy Payer should not agree to connection with the levy transfer receiver (NLP), until the URN form has been returned / received by SMPS, thank you.

Transfer organisation to confirm funding request. This completes the apprentice set up.

The Training Provider will add the apprentice details and send the cohort back for approval by the NLP.

NLP to open a cohort within the employer account to allow the addition of apprentice(s):

* Click – My Apprentices
* Then click – Add a new apprentice.
* Then click – green go button.
* It will then ask if you would like to use transferred funds. Under this section, click yes and select the transferring organisation. Please note that if the transferring organisation doesn’t show, they haven’t been set up properly within the account.
* Then please confirm the apprenticeship Training Provider. It will ask you for a UKPRN (refer to your Training Provider to get this information).
* Select – I would like my provider to add apprentice details. It will then give you a text box, please add in the apprentice’s name and apprenticeship standard. This should give enough information to your Training Provider to be able to add the apprentice details.

NLP confirms connection request. This request will come via automated email or alternatively can be found within the Apprenticeship Service account under Finance > Transfers > Connection Requests

Transfer organisation to use NLP account ID to send a connection request.

BSW Apprenticeship Network to review Levy transfer request and match NLP to a Levy transfer organisation.

BSW Apprenticeship Network to provide transfer organisation with NLP apprenticeship account ID, *if included on original request form.*

NLP submits application form <https://bswtraininghub.nhs.uk/wp-content/uploads/2023/02/Levy-Transfer-Application-form-Updated-October-2022.docx> to BSW Apprenticeship Network [petra.freeman1@nhs.net](mailto:petra.freeman1@nhs.net) to fund apprenticeship via Levy transfer.   
NLP to provide apprenticeship account ID as part of application process.

NLP sets up an Apprenticeship Service Account - [here](https://accounts.manage-apprenticeships.service.gov.uk/service/index).

Please ensure that you have at least 2 users set up with access rights within the account.