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**BNSSG ICS Partnership Funded Apprenticeship**

**Levy Transfer Application Form**

**This form is for completion by any organisation that wishes to apply for levy transfer funding to support an apprenticeship.**

**Please read through the following points below prior to completing the levy transfer application. Once you have read through these points, please complete the levy receiving organisation section of the document (page 2). Once this document is completed, please return it via email to:** [**Richard.francis7@nhs.net**](mailto:Richard.francis7@nhs.net)

**NOTES**

* **Funding is subject to approval by the Apprenticeship and Widening Engagement (AWE) subgroup. Completion of this application does not automatically mean that you will receive funding**
* **If the application is unsuccessful and you still wish to proceed with the apprentice, your training provider will invoice you 5% of the cost of the qualification**
* **Application forms must be received and approved prior to the apprentice enrolling**
* **The apprentice must enrol within six months of the date of approval, or you will be required to re-apply**
* **It is the host organisations responsibility to inform the Apprenticeship Project Manager on any changes to the status of the apprentice e.g. apprentice leaves employment early**
* **You may be asked to provide a success story on your apprentice and how this levy transfer has supported your organisation**
* **If your organisation is successful with the levy transfer application, there is an expectation that your organisation will provide a student placement in return for this investment. (Please note, all placements provided must have an up-to-date student placement audit, the universities can support with this audit)**

**The flow chart (page 4) illustrates the levy application process. There are some useful links to various functions on the apprenticeship service account (AS) on the GOV. website (page 5).**

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|  |  |
| --- | --- |
| **Levy Transfer Application Form**  **Levy receiving organisation to complete** | |
| Organisation name: |  |
| Organisation address: |  |
| Manager or mentor name and job title |  |
| Telephone number: |  |
| Email address: |  |
| Apprenticeship standard |  |
| Training provider |  |
| Employer AS account ID number |  |
| Has a placement(s) for the apprenticeship (if required) been arranged? Please provide details: |  |
| Please detail the benefit of this apprenticeship to your organisation and the wider health and social care system: |  |

**Apprentice Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:**

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**Outcome of application (Apprenticeship Widening Engagement group to complete)**

|  |  |
| --- | --- |
| Date application discussed |  |
| Has a transfer been agreed (Yes/No)? |  |
| If transfer not agreed, please state why |  |
| Name of transferring organisation |  |
| Number of apprentices to be funded |  |
| Contact name for transferring organisation |  |
| Amount of funding agreed | £ |
| Date receiving organisation informed of outcome |  |
| Has the receiving organisation appealed the decision? |  |
| Date appeal referred to AWE group |  |
| Final decision and next steps |  |

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**Levy Application Process**

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**Useful links:**

Creating an apprenticeship service account: [Registering an account on the apprenticeship service - YouTube](https://www.youtube.com/watch?v=NC3RzRrvgoc&t=131s)

Accessing the levy pledge: [Employers that pay the apprenticeship levy: Pledging and transferring apprenticeship funds - YouTube](https://www.youtube.com/watch?v=zA3Su4c6nko)

[Receive a levy transfer from another business to fund an apprenticeship - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/receive-a-levy-transfer-from-another-business-to-fund-an-apprenticeship)

Creating a cohort: [Adding an apprentice to an account - YouTube](https://www.youtube.com/watch?v=8DMTHDcrz64&t=209s)

Apprenticeship Service Account admin tools: [Employers that do not pay the apprenticeship levy: A live walkthrough of the apprenticeship service - YouTube](https://www.youtube.com/watch?v=Ntq2BpflrP8)

**Rich Francis**

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[www.bnssghealthiertogether.org.uk](https://uhbpulse.uhbristol.nhs.uk/owa/,DanaInfo=exchange2010.ubht.nhs.uk,SSL+redir.aspx?C=rwBmpAOoU5SFQP5uCYJa98jI25bbNxBXsTFMvH0C4oGC4wsgjIrWCA..&URL=https%3a%2f%2fbnssghealthiertogether.org.uk%2f)[@HTBNSSG](https://uhbpulse.uhbristol.nhs.uk/owa/,DanaInfo=exchange2010.ubht.nhs.uk,SSL+redir.aspx?C=Ze5I5x04gFvpYF5IiLh-1JbbrnA2_fxzmlGwdszHHoSC4wsgjIrWCA..&URL=https%3a%2f%2ftwitter.com%2fHTBNSSG)