

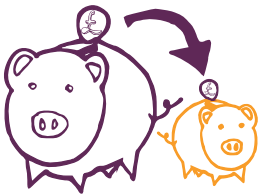
CHANGES TO THE APPRENTICESHIP LEVY



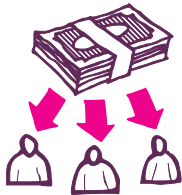
Transferring Unused Apprenticeship Funds To Other Employers In Your Supply Chain

From April 2019, apprenticeship levy employers will be able to share more of their funding across their supply chain, with the maximum amount rising from 10% to 25%.

KEY FACTS



Maximum amount of 25% can be transferred from your annual funds



Transfers from your apprenticeship account can be made to as many employers as you choose



Fund can be used to pay for the training and assessment of apprenticeships and upskilling as agreed with the receiving employer



Transferred funds can only be used on apprenticeship standards

EMPLOYERS What You **NEED TO KNOW...**



TRANSFERRING Funds

Before you make a transfer from your apprenticeship account, make sure that you:

- ▶ Have enough funds to transfer to another employer
- ▶ Have a clear understanding of the forecasted cost to you, which will cover the duration of the apprenticeship you've agreed to fund through a transfer
- ▶ Understand you will be funding the total cost of their apprenticeship and not just the co-investment
- ▶ Agree with the employer who is receiving the transfer, details of the apprenticeships you're funding

You should also know:

- ▶ You can't transfer funds to another employer if you currently receive a transfer
- ▶ If you're currently transferring funds to another employer, you can't receive transferred funds to pay for your apprenticeships
- ▶ Transfer payments will leave your apprenticeship service account first, each month
- ▶ If the apprenticeship stops, your transferred payments will stop



RECEIVING a Transfer

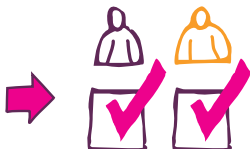
If you want to receive a transfer from another employer:

- ▶ You can only use the transferred funds for apprenticeship training and assessment
- ▶ Funds can only be used for apprenticeship standards
- ▶ You'll need to create an account on the apprenticeship service to receive the transfer and pay for apprenticeship training
- ▶ You'll need to sign an agreement with the Education and Skills Funding Agency (ESFA)
- ▶ Transfer payments will be made monthly from the sending employer to your apprenticeship account
- ▶ If the apprenticeship stops then the funding will stop too
- ▶ You won't have to pay any funds back to the sending employer
- ▶ If the employer runs out of funds, you make a 5% contribution to apprenticeship training, the government pay 95% (co-investment)
- ▶ A transfer can fund up to the funding band maximum of a standard, if the cost of training is more, you pay the difference to the training provider
- ▶ If a training provider transfers funds to you, they cannot deliver the training for that funded apprenticeship

HOW it WORKS



Agree the details of the transfer of funds



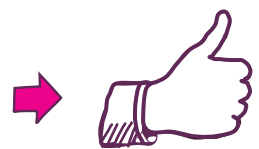
Both employers need to be registered on the apprenticeship service



Connect with each other on the apprenticeship service



Receiving employer to add the apprentice details



Confirm the transfer

Do more with your apprenticeship levy funding and maximise the number of apprentices in your supply chain, before your funding expires.
Speak to the apprenticeship experts on 01782 279121 or visit pmtraining.org.uk

