



Telford & Wrekin
Co-operative Council

Protect, care and invest
to create a better borough

Telford & Wrekin Council

Apprenticeship Levy Transfer Policy

November 2023

Telford & Wrekin Council's vision

Telford & Wrekin Council is committed to protect, care and invest in a better borough. To us, this means that:

- every child, young person and adult lives well within their communities
- everyone benefits from a thriving economy
- all neighbourhoods area a great place to live
- our natural environment is protected and we take a leading role in addressing the climate emergency
- we are a community focussed, innovated council providing efficient, effective and quality services

Telford & Wrekin Council recognises the role that investment in the education and skills of local people, within local organisations has in meeting these priorities. This policy document outlines our approach to transferring apprenticeship levy funds from Telford & Wrekin Council to other employers enable us to continue to build a better borough together.

Providing apprenticeship opportunities across Telford & Wrekin

The traditional apprenticeship role has changed...

With the introduction of new apprenticeship standards there are now many programmes available up to degree level. The breadth of apprenticeships and qualifications available has also significantly increased and they now cover a wide range of roles and jobs.

All apprenticeship programmes will utilise a mix of on and off the job training, all contributing towards the apprenticeship standard. This will include on average 6 hours per week of the employees paid hours spent on off the job training, but this is determined by the type of apprenticeship so this proportion can be higher in some cases.

Transferring apprenticeship levy funds to other employers

The apprenticeship levy is already giving employers a real opportunity to invest in high-quality training, helping to grow our business and get the skilled workforce we need to thrive and succeed.

Telford & Wrekin Council is committed to working in partnership with other local

employers, supporting them to take on new apprentices and to support and develop existing employees.

As a large levy-paying employer we can transfer up to **25% of our apprenticeship levy** funds to other employers, helping to boost the number of high-quality apprenticeships across Telford & Wrekin.

More detailed guidance can be found on [transferring apprenticeship funds to other employers](#) on the government website.

Who can receive transferred funds?

We can transfer funds to employers for **new apprenticeship starts**, particularly where the funds will create an apprenticeship that would not have been created without the funds. This can include **new apprentices recruited into your organisation or existing employees undertaking an apprenticeship.**

We are not able to transfer funds for apprenticeships that have already started or for academies, or Trust, Foundation or Voluntary Aided Schools that are set up independently from a local authority but who share a PAYE scheme with a local authority.

Eligible receiving employers must be:

- **In the third / charity sector and based in Telford & Wrekin**
- **In the third / charity sector supporting people who live and work in Telford & Wrekin**
- **A small to medium enterprise / business based in Telford & Wrekin**
- **A small to medium enterprise / business, and who employs and / or works with people who live in Telford & Wrekin**
- **A small to medium enterprise / business who is a provider of care services, and who employs people who live in Telford & Wrekin**

Making an application for apprenticeship levy funds

How to make an application

1. The criteria

Before completing the **application form** please be aware that:

- your business must have a specific presence in Telford & Wrekin and be from within one of the categories of eligible employers
- you will need to pay for the salaries of apprentices. The transfer of funds can only be used for the apprenticeship training costs
- funds can only be used for new apprenticeship courses
- funds can only be used to pay for apprenticeship standards. View the [current apprenticeship standards](#)
- it is your responsibility to select the training provider of your choice, although Organisational Development at Telford & Wrekin Council can work with you to advise on suitable types of apprenticeship for your organisation and potential training providers (please contact apprenticeships@telford.gov.uk)
- if you are already an apprenticeship levy payer, you must have already spent your levy for the year before applying for Telford & Wrekin Council's fund
- your apprentices will normally need to be employed for a minimum of 30 hours per week, although in some cases the apprenticeship can accommodate part time workers
- your request must be for future apprenticeships. The request cannot be backdated on training that has already commenced
- all apprentices will be required to take off the job learning as stated in the Education and Skills Funding Agency's Apprenticeship Levy rules for employers

2. The application form

Employers interested in making a bid for a levy transfer will need to apply. Please visit [our Apprenticeships page](#) for more information and to apply using the online application form.

In this application form you will need to provide information on:

- the title and level of the apprenticeship standard/s you are seeking to fund an apprenticeship in
- if the apprenticeship is for a new employee that you will be seeking to recruit or for an existing employee
- if the apprenticeship is for an existing employee
- details of how you meet our strategic aims

- if the apprentice has yet to be recruited, an indication of your time scales for recruitment (please note as levy transfers can only be made against a named apprentice, if the application is for a new employee yet to be recruited, an 'approval in principle' will be granted to successful applicants, until the apprentice/s has been recruited and the learning provider identified)
- confirmation that this is a new apprenticeship and that an agreement with a learning provider is not already in place for the apprenticeship
- how the apprenticeship will benefit for your business / organisation
- an indication of the longer-term plans for your apprentice/s on completion of their apprenticeship
- commitment to notify Telford & Wrekin Council of the outcome of the apprenticeship
- Telford and Wrekin Council encourages employers to promote their apprenticeship vacancies to care leavers within the Telford and Wrekin area and can assist with ways to do this.

3. The assessment process

Applications will be administered by Organisational Development at Telford & Wrekin Council. Applications will be considered against criteria related to the application questions and how the application meets our vision and priorities.

Applications will be accepted at any time during the financial year, and each application will be assessed in order and on its own merits. We reserve the right to cease receiving applications at any time if we are oversubscribed and the available funds have already been committed.

If the application is successful, the receiving employer will be notified by email and will have 16 weeks from the date of their application to appoint an apprentice (if recruiting), to appoint a training provider and commit the levy funds allocated. If this time scale is exceeded, the funding agreement will be withdrawn and a new application will need to be made.

In setting up the funding, and creating the apprentice record on the Digital Apprenticeship Service (DAS) account, the receiving employer must commit to working with a member of Organisational Development at Telford & Wrekin Council to do this to ensure accuracy of the record.

For monitoring purposes, receiving employers will also need to commit to notifying the Council on the outcome of the apprenticeship.

Contact us:

If you have any questions, please get email us at apprenticeships@telford.gov.uk