

# FAST FACTS

# APPRENTICESHIP LEVY

## WILL MY FUNDS EXPIRE IF I DON'T USE THEM?

Funds will expire 18 months after they enter your digital account if you don't spend them on apprenticeships.

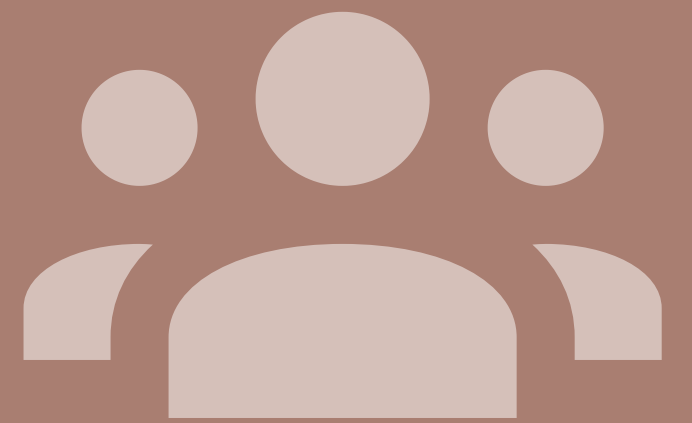


## CAN I OFFER APPRENTICESHIPS TO BOTH NEW AND EXISTING STAFF USING THE LEVY?

Yes! An apprenticeship is a great way to train new staff and upskill existing ones. As long as it's the most suitable method, then yes you can.

## WHAT CAN I SPEND LEVY FUNDS ON?

The levy can only be spent on apprenticeship training and assessment with an approved training provider at an agreed price.



## HOW DO I ACCESS MY LEVY FUND?

Funds will appear in your account monthly and can be accessed through your digital apprenticeship service account.

## HOW IS THE 'PAYBILL' CALCULATED?

The wage bill is defined as the 'total employee earnings' of every employee. The levy will be 0.5% of the wage bill



## HOW DO THE TOP-UPS WORK?

The government will apply a 10% top-up to the funds you have for spending on apprenticeship training in England.

For more information and resources checkout our website...

[www.theapprenticeshiphub.com](http://www.theapprenticeshiphub.com)

