

LEVY TRANSFER: HOW-TO GUIDE

Apprenticeships can be funded by a large, levy paying employer transferring up to 25% of their unused levy to a different employer. These transferred funds are used to pay for 100% of the training and assessment costs of the apprenticeship up to the funding band maximum. Check out the simple steps to get through the application process below!

1.



COMPLETE THE APPLICATION

Complete the levy transfer application form and send to your adviser. The adviser will send the form to the levy paying business supplying the funds. Please await result before doing anything else.

ACCEPT CONNECTION REQUEST

Your adviser will then let you know once this has been approved, you must then accept the connection request from the levy paying business supplying funds on the DAS account.



2.

3.

APPRENTICES



ADD YOUR APPRENTICE AND FUNDING OPTION

Next, go to the 'APPRENTICES' tab on the DAS and 'add apprentice' and ensure you select the option to use funds from levy payer. This will then go to your provider for approval.

PROVIDER TO APPROVE

The Training Provider must now approve this funding and when loading on the Individual Learning Record should select 'Levy Transfer Funded Option', this will then go to the levy payer for the final approval!



4.

If you still have questions regarding how to complete the process or you would like to learn more about being involved in a levy transfer as a receiver or pledger, speak to an Apprenticeship & Skills Partnership Adviser!