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**Apprenticeship Levy Transfer**

The apprenticeship levy is already giving employers, including the council, a real opportunity to invest in high-quality training. We're growing and developing our existing workforce and recruiting new talent on to apprenticeships that contribute to the skilled workforce we need to thrive and succeed.

Following government reforms, we're now able to work with other employers to support them in taking on new apprentices and develop existing employees through apprenticeship training and as a large levy paying employer, we can now transfer up to 25% of our apprenticeship levy funds to local organisations to boost the use of apprenticeships within the city.

Transferred levy funds can only be used to pay for apprenticeship training not salary, travel expenses etc. but can be used across 500+ different apprenticeships, some of which include imbedded degrees and professional qualifications in addition to new skills and knowledge.

More information about apprenticeship levy transfers and the process involved can be found on the [ESFA YouTube channel](https://www.youtube.com/channel/UCROOCs9OvIwqFOy5_E0Jtfg/videos?disable_polymer=1).

**Who can receive transferred levy funds**

Please note, to apply for levy transfer funds you need to meet the eligibility criteria in the [ESFA funding rules](https://www.gov.uk/guidance/apprenticeship-funding-rules-for-employers). As a council we are looking to encourage applications from organisations based in or who have employees residing in the Southampton area.

You will also need to:

* be registered on the apprenticeship service - [Create an account to manage apprenticeships - Manage apprentices (manage-apprenticeships.service.gov.uk)](https://accounts.manage-apprenticeships.service.gov.uk/service/index?) – you can not have a transfer of levy funding without having your own apprenticeship account – The Solent Apprenticeship Hub can help you with this
* only use the funds for training and assessment for apprenticeship standards (frameworks are not included)
* only use the funds for training and assessment of either new apprentices or existing employees undertaking apprenticeships

**What you'll need to apply**

You'll need the following information when applying:

* Your company details and number of employees
* Your company connection ID on your apprenticeship service account
* Name, level, duration and value of apprenticeship standard
* Name of training provider
* Number of apprentices you wish to train
* An expected date for your apprentices to start
* Confirmation that you have read and understood the ESFA Apprenticeship Employer Funding Rules

Information regarding the apprenticeship training opportunities available to you and the ability to locate local providers can be found here: <https://www.instituteforapprenticeships.org/apprenticeship-standards/>

**Application Process**

Please complete the application form at the bottom of this document and return to the [Solent Apprenticeship Hub](mailto:apprenticeshiphub@southampton.gov.uk?subject=Southampton%20City%20Council%20Levy%20Transfer%20Request) team for review.

Applications will be administered by officers at Southampton City Council.

Transfers can only be made against a named apprentice.

If your bid is successful, ‘approval in principle’ will be granted until the apprentice has been recruited or identified and the training provider has confirmed eligibility. If this does not happen within four months of the date your application was submitted, the funds may be reallocated to another employer.

If you still have some questions, please get in touch with the [Solent Apprenticeship Hub](mailto:apprenticeshiphub@southampton.gov.uk?subject=Southampton%20City%20Council%20Levy%20Transfer%20Request) in the first instance.

Once ‘approval in principle’ has been granted, you will need to accept a connection request on your apprenticeship account from Southampton City Council.

Then, once everything is set up for your apprentice, you will need to send a transfer request.

**Please note that if you have received a levy transfer from Southampton City Council before, you will still need to complete the application form for each transfer. Transfer requests without the proper documentation will not be accepted.**

**Solent Apprenticeship Hub**

If you would like to recruit an apprentice but you're not sure where to start, the city of Southampton is fortunate to have access to the Solent Apprenticeship Hub and they are available to help you decide which apprenticeship standard and training provider may be best for your business.

The hub is part-funded by the European Social Fund and supported by Southampton City Council, Portsmouth City Council, Hampshire County Council, Isle of Wight Council, Solent Local Enterprise Partnership, University of Portsmouth and Solent University. Its aim is to provide vital support for those wanting to explore new careers and considering an apprenticeship across the Solent region.

Its advisers are independent and impartial experts in apprenticeships and are available to talk to you about your specific business/organisation needs.

If you would like to discuss your apprenticeship requirements please contact the team at [apprenticeshiphub@southampton.gov.uk](mailto:apprenticeshiphub@southampton.gov.uk)

Alternatively you can visit their website and complete their enquiry form.

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

**Publicity**

Following a successful transfer, Southampton City Council may wish to create promotional material, including press releases and success stories for use in future years with you. Please let us know if this would pose an issue for you.

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**Apprenticeship Levy Funding Request Form**

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| Company Name |  | | | | |
| Address of organisation  (including postcode) |  | | | | |
| Apprenticeship Service Connection ID |  | | | | |
| Contact Name |  | | | | |
| Telephone Number |  | | | | |
| Contact email address |  | | | | |
| Website address  (if applicable) |  | | | | |
| Number of Contracted Employees |  | | | | |
| * Are you already engaged with the Solent Apprenticeship Hub? – Yes/ No | | | | | |
| Using the table below, please provide details of the Apprenticeship Standard(s) you are hoping to offer? | | | | | |
| Apprenticeship Standard | Level | Cost of  Standard | Training provider  (if applicable) | Number of apprentices | Anticipated start date |
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| * Will you be recruiting new apprentices - Yes/ No * If yes, would you be willing to interview eligible young people currently in the care of SCC? Yes/No * Will you be upskilling existing members of staff - Yes/ No | | | | | |

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| --- | --- |
| Does your business or organisation match any of our priority areas outlined below? If so, please explain which ones and how.   * Children’s care and education, including non-Southampton City Council maintained schools * Adult social care * Our efforts to become a city of culture * Our green city projects   Are you a supplier to Southampton City Council? | |
|  | |
| Please explain why you would like to receive the levy funds and how you believe apprenticeships will support your business or organisation? | |
|  | |
| I confirm that in making this application I have read the ESFA Apprenticeship funding: rules and guidance for employers applying in the current year and that this application is eligible and conforms to those rules. | |
| Signed: |  |
| Date: |  |