Healthcare Apprenticeships

NHS
Health Education England

HOW TO SET UP A DIGITAL SERVICE & ACCESS APPRENTICESHIP LEVY FUNDING:

A GUIDE FOR SMALL AND MEDIUM EMPLOYERS

HOW TO CREATE AN ACCOUNT TO MANAGE YOUR APPRENTICESHIPS

You need to create an apprenticeship account, then you will be able to get funding to pay for apprenticeship training and assessment costs.

You will use your account to:

- get apprenticeship funding
- find, save and manage training providers
- recruit apprentices
- add and manage apprenticeships

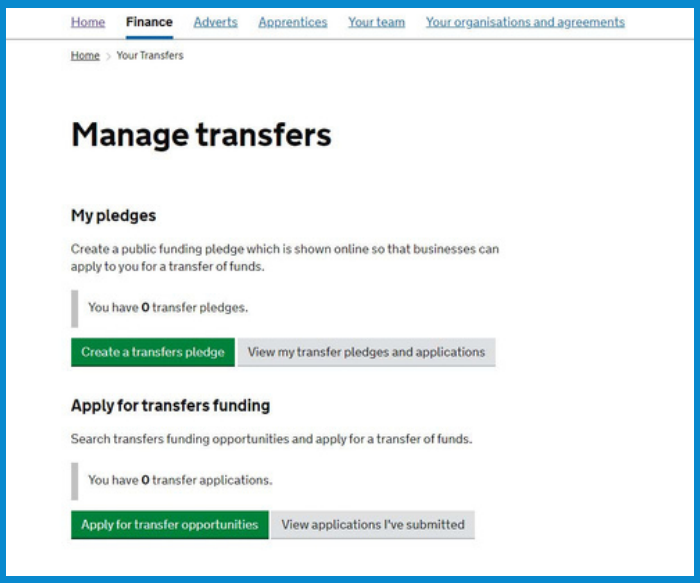
Before setting up your apprenticeship service account, you will need:

- an email address you have access to
- the Government Gateway login for your organisation (or you can use the accounts office reference number and employer PAYE scheme reference number if your annual pay bill is less than £3 million)
- authority to add PAYE schemes to the account
- authority to accept the employer agreement on behalf of your organisation

Create your account here. You can also access step by step videos to help set up your account here.

Did you know that apprenticeships can be funded by a levy transfer? This is where a levy paying employer transfers up to 25% of their unused levy to a different employer. The transferred funds are then used to pay for 100% of the training and assessment costs of the apprenticeship. Find out more on page 4 of this guide or here

HOW TO RESERVE FUNDING



As a smaller employer, who does not pay the apprenticeship levy, you can reserve funds in the 'finance' section of your apprenticeship service account. You can also give your training provider permission to reserve them on their behalf.

What you'll need

You will need to know:

- which apprenticeship standard the apprentice will be doing
- what month the apprenticeship training will start

You can watch this quick YouTube video which talks you through how to reserve funding.

When you can use reserved funds

The reserved funds are available to use from the month of the apprenticeship start date and the following 2 months. The reservation will expire at the end of the 3rd month if you do not use it.

Example

You choose January as the apprenticeship training start date. The funding reservation is valid for January, February and March and expires on 1 April. To stop the reserved funds from expiring, you need to add apprentice details.

HOW TO REQUEST A LEVY TRANSFER

What is a levy transfer?

Apprenticeships can be funded by a levy paying employer transferring up to 25% of their unused levy to a different employer. Transferred funds are used to pay for 100% of the training and assessment costs of the apprenticeship up to the funding band maximum. Transferred funds cover the cost of the whole duration of the apprenticeship.

How to apply for a levy transfer.

- **Step 1** – Health Education England supports you in finding a transfer by linking you in with system level levy transfer services in your area. To access this please complete the **EOI form for receiving employers.**
- **Step 2** - You need an **apprenticeship service account** to apply for a transfer to fund an apprenticeship for your business.

Before logging into your account and starting the process you need to:

- know which apprenticeship standard your apprentices will be undertaking
- know how many apprentices you need funding for
- know the location of where your apprentice will be working from
- know the expected apprentice start date

You can apply for multiple apprentices within one application if they are doing the same apprenticeship.

See page 2 of this guide for more details of how to set up a digital service account.

To find out more visit HASO, check out the Funding & Levy page which contains further guidance and resources.

https://haso.skillsforhealth.org.uk/