

Apprenticeship Levy Transfer

From April 2019 employers will be able to transfer 25% of their Levy funds to other employers.

How does it work?

As a levy paying employer you can transfer up to 25% of your declared total levy amount to other employers. These funds will then be used to pay for the training and assessment as agreed with the receiving employer.

Why transfer funds to other employers?

By transferring funds you can:

- **Support your supply chain:**
Assist the development of skills in those organisations that are critical to your company's success.
- **Support Partners:**
Aid development in those organisations that form part of your wider business network.



TIP

Next Steps

Analyse your supply chain and identify any partners that require support with issues such as high turnover and skills gaps. Training could help remedy these issues, building morale and boosting productivity.

What can transfers pay for?

Transferred funds will be used to pay for the training and assessment cost of the apprenticeships agreed with the receiving employer.

- Funds can only be used for funding of Apprenticeship Standards.
- Transfers can only be used for new starts.
- Sending and receiving employees have to be registered on the apprenticeship service.
- Only levy-paying employers can make a transfer.
- Any employer can receive and use transferred funds.
- Funds are paid monthly for the duration of the apprenticeship.



How to start a transfer?

Once both employers are registered on the apprenticeship service, the following must be done in their accounts to complete a transfer:

- Connect with each other.
- Receiving employer to add the apprentice details.
- Confirm the transfer.

Important information

- Funds cannot be refunded once they are transferred.
- Ensure you have enough funds to transfer to another employer and are aware of forecasted commitments, as the transfer will cover the duration of the Apprenticeship.
- If the Apprenticeship stops being delivered, the employer payment will also stop.



For more information call: Freephone 0808 100 1155 or visit www.intecbusinesscolleges.co.uk.