

# Apprenticeships in primary care

## Bitesize session 2:

# Understanding Levy Transfers

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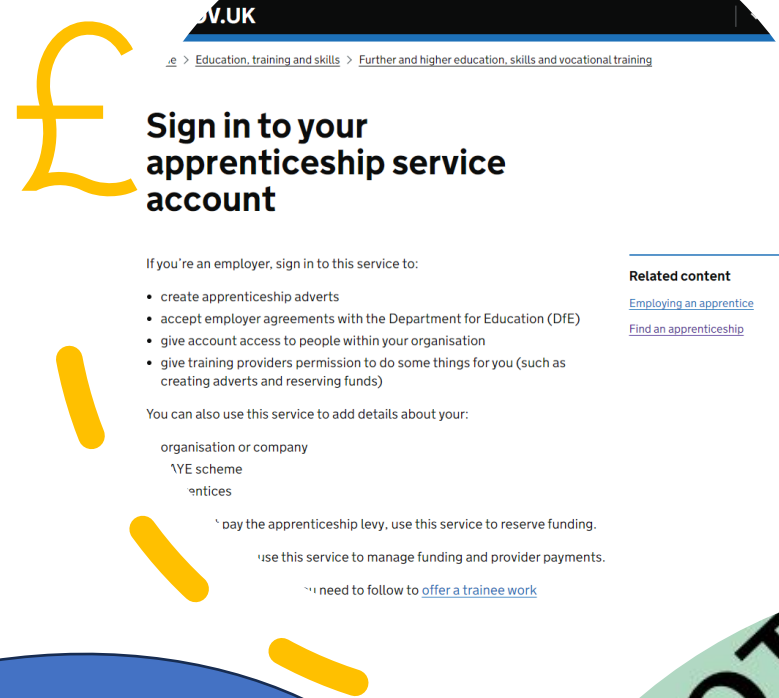
# Digital apprenticeship service (DAS) account

- Nothing happens without an [Apprenticeship Service account](#)  
The employer who will pay the apprentice salary will need to create this account (i.e. through their payroll).
  - In this system you can:
    - make automated payments to the training provider
    - have control of the apprentice details
    - use of the apprenticeship recruitment service
    - Accept levy transfer connection requests
- ...and more

Top tip 1: to enable the full functionality of the DAS, you must accept the **Apprenticeship Agreement**

Top tip 2: Change the name on your DAS account to match the name of your Practice. Training Providers often struggle with the names on your PAYE account, e.g. Drs. Smith & Jones, when they are dealing with several Practices.

Click [here for instructions and information videos](#)



# Apprenticeship programme funding options

- **Employer Apprenticeship Levy** – if your PCN or Federation has an annual salary pay bill > £3million you will be paying the Apprenticeship Levy and can draw down these funds.
- Most primary care employers do not pay the levy, or if they do are likely to have limited funds available.
- **Co-Investment / Reserve Funds** – the Government can fund 95% of the programme costs for non-levy paying organisations (*reserve funds within one calendar month of the programme start date*)
  - E.g. for a programme costing £15,000, you would pay only 5% of the fees = £750 over the duration of the programme
  - For young people the Government will fully fund the training costs:
    - 16 - 21 years old
    - 22 - 24 years old with an education and healthcare plan
- **Levy Transfer** – levy payers can support apprenticeships in other organisations by transferring up to 50% of their annual value of funds. A Levy transfer covers 100% of the total cost of training (from April 2024) – this is the focus of today's presentation.



**Healthcare Apprenticeships**

## HOW DO I PAY FOR APPRENTICESHIP TRAINING?

**OPTION 1**  
LEVY

If you pay the apprenticeship levy, you'll receive funds through the apprenticeship service to spend on training and assessing your apprentices. You can use your levy to pay for apprenticeship training and assessment up to the [funding band maximum](#) for that apprenticeship. If the costs of training and assessment go over the [funding band maximum](#), you will need to pay the difference with other funds from your own budget.

**OPTION 2**  
LEVY TRANSFER

Levy payers can support apprenticeships in other organisations by transferring a percentage of their apprenticeship funds to other employers. Levy paying employers can transfer 25% of the annual value of funds entering their apprenticeship service account. A [levy transfer](#) covers the total cost of the apprenticeship and not just the 5% co-investment. These funds can be transferred to any employer to support new opportunities and widen participation in apprenticeships.

**OPTION 3**  
CO-INVESTMENT / RESERVING FUNDS

If you are an employer who doesn't pay the apprenticeship levy, you will need to either secure a levy transfer or you can [reserve funding](#) using your apprenticeship digital account. When you reserve funding, you pay 5% towards the cost of training and assessing your apprentice. The government will pay the rest (95%) up to the [funding band maximum](#). You pay the 5% co-investment directly to the training provider.

Don't have a digital account? You need to [sign in or create](#) a new account on the apprenticeship service to fund your apprenticeships.

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

# When should you set-up a levy transfer?

- As soon as possible
- Some levy transfer organisations have approval processes in place that can take between 1 to 2 months
- The apprenticeship cohort should be created before the apprentices start their training.
- Therefore delaying this process creates a risk to the apprenticeship start date

# Step 1: Source a levy transferring organisation



Option 1:  
Contact your local  
networks

Contact your local training hub for support and connections or;

Contact your NHS Trust, Local Authority or Local Enterprise Partnership

As your apprenticeship numbers increase, you will build your own networks  
- making the transfer process a lot smoother.

Option 2:  
Apply via the national levy  
pledging service

Receive a levy transfer from another  
business to fund an apprenticeship -  
GOV.UK ([www.gov.uk](http://www.gov.uk))

- Access the pledging service via your digital apprenticeship service account
- Here you can navigate employers willing to fund healthcare organisations, filtered by region and apprenticeship categories
- The pledging service can be straightforward if you have experience with levy transfers
- Many transferring organisations are not able to provide technical support to other employers
- Not all large employers use the pledging service

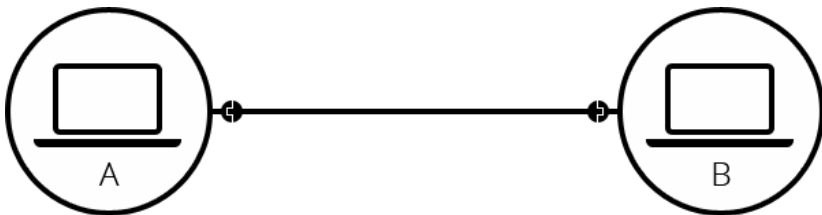
Step 2:  
Complete the levy  
transferring organisation's  
application form or process

Make a good case for why you are seeking funding.

- Targets/KPIs this training will help to achieve
- How will the training impact on workforce retention and your ability to succession plan
- How does the programme fit into your workforce planning to meet current and future population health demands
- How will the training impact on your service quality / benefit the local community.

Step 3:  
Accept the levy connection  
request

1. Once accepted, the levy transferring organisation will send you a connection request
2. You will receive an email from 'gov.uk' address to notify you
3. Log into your DAS account and accept the levy connection



Can't see the email?

- check your junk box
- have you accepted the apprenticeship agreement?
- sometimes the connection request is displayed in the 'Transfers' section

Failing all this – contact the help desk via your digital apprenticeship account

Step 4:  
Add your apprenticeship  
details

- Once the training provider has been selected and everything is in place for your employee to start the apprenticeship, you will need to add the apprentice and training provider details to your DAS account.
- You will be guided by your local apprenticeship lead or training provider on how and when to add these details.
- DfE video instructions are also available:  
[https://youtu.be/MGvvTNmlcNY?si=jE0zJEQLsNn\\_5CQg](https://youtu.be/MGvvTNmlcNY?si=jE0zJEQLsNn_5CQg)



- When adding your apprentice, you will be asked to select an option to fund the apprenticeship (providing you have connected to your levy transferring organisation).
- Click on the option displaying the name of your levy transferring organisation. Sometimes employers miss this option and select Government co-funding instead.
- It is not easy to un-do this so please select carefully!

Step 5:  
Accepting the 'cohort'

- Once your cohort has been confirmed by the training provider, the levy transferring organisation will also confirm the request.
- **Once all parties have confirmed**, your apprenticeship payments are ready to commence. Don't ignore the 'approve your cohort email' from gov.uk

What happens next?

Once the training provider submits the individual learning plan and starts claiming funds, the payments will be made monthly as follows:

Funding leaves levy gifting organisation each month

Enters your DAS account

Transferred to the provider

- 80% fees paid whilst learner is on main training programme
- 20% fees paid once EPA is complete
- Check your finance tab 3 months into the programme start to check payments are being made
- If they are not, please contact your training provider, as this can effect the levy finances of the transferring organisation



# Gremlins in the system!

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- Firewalls
  - Security settings
  - The system doesn't update in real time – give your changes 24 hours before contacting the help desk.



# Apprenticeship funding vs NHSE support funding

- Funding processed via the apprenticeship service account pays the training fees only – apprenticeship levy cannot be used for ineligible costs such as salary or backfill.
- NHSE support funding e.g. the nursing associate £8,160k funding is a separate payment, paid via NHSE or your ICB through an invoicing process. Contact your local training hub or primary care school for support.

# Useful contacts and links

- For local support email: [england.primarycareschooltvw.se@nhs.net](mailto:england.primarycareschooltvw.se@nhs.net)
- Create your Digital Apprenticeship Service account (DAS): [Create an apprenticeship service account](#)
- Apprentices service video guides: [Using the Apprenticeship Service - YouTube](#)
- Using the levy pledging service: [Receive a levy transfer from another business to fund an apprenticeship - GOV.UK \(www.gov.uk\)](#)
- Find your Local Enterprise Partnership: [LEP Growth Hubs | The LEP Network](#)
- General tips to support your apprentice - [DfE videos for small employers](#)
- [Apprenticeships in Primary Care - Working across Wessex \(hee.nhs.uk\)](#)

# Apprenticeships: information sessions

6th March – Apprenticeships: What’s available for Primary Care and how to get started – recording : [Understanding apprentices in Primary Care and how to get started. \(youtube.com\)](#)

*1st May – Apprenticeships: Understanding levy transfers*

3rd July – Apprenticeships: Understanding the Pharmacy Technician programmes

4th September – Apprenticeships: Management and Leadership

6th November – Apprenticeships: Digital and Quality

All sessions run from 12:30 – 13:00

Click [here](#) for more information and to book.