

Nursing associate and Registered nurse degree apprenticeships

This pack covers two main actions:

- Accepting levy transfers (if applicable)
- Adding your apprentice

Contents:

- Setting up a Digital Apprenticeship Service Account – slide 2 (only applicable if you do not have an account).
- Request or accept a levy transfer* – slide 3
- Add your apprentice – slides 4 – 6
- Understanding the funding streams – slide 7

*Apprentices aged 16 – 21 or those with an Education and Healthcare Plan are fully funded, go straight to slide 4 - Add your apprentice.

Digital apprenticeship service (DAS) account

- Nothing happens without an [Apprenticeship Service account](#)
The employer who will pay the apprentice salary through their payroll will need to create this account (e.g. PCN vs Practice).
 - 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](#)



Sign in to your apprenticeship service account

If you're an employer, sign in to this service to:

- create apprenticeship adverts
- accept employer agreements with the Department for Education (DfE)
- give account access to people within your organisation
- give training providers permission to do some things for you (such as creating adverts and reserving funds)

You can also use this service to add details about your:

organisation or company
PAYE scheme
apprentices

to pay the apprenticeship levy, use this service to reserve funding.

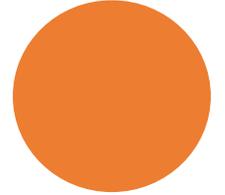
use this service to manage funding and provider payments.

you need to follow to [offer a trainee work](#)

Related content

[Employing an apprentice](#)

[Find an apprenticeship](#)



DO NOT
Pass



Levy transfers

Request a Levy Transfer

1. You can request a levy transfer via the pledging service in your apprenticeship account, or via the NHSE south east team, see application form on [Apprenticeships in Primary Care - Working across Wessex](#) under 'Levy Transfers'
2. At the same time, check that you have accepted the most recent Apprenticeship Agreement in your account to ensure full functionality of your account.

Accept the levy connection request

1. Once levy transfer has been sourced, 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

If the levy transfer organisation is the same as you have used for a previous apprentice

Ignore this step and go straight to Add your apprentice.

Adding your apprentice

Once the contracting and enrolment has started, and at least 2 weeks prior to the training start date, you will need to add the apprentice and training provider details to your DAS account.

- Before adding your apprentice, please have ready your apprentice's:
 - NHS email address
 - Date of birth
- Select Add an Apprentice
- When you see the funding options
 - If your employee is 16 – 21 or 22 to 24 and has an education and healthcare plan, select the Government funding option
 - Otherwise select the option displaying the name of the levy transferring organisation. If you can't see the option please contact the levy transferring organisation.
- Select Training Provider UKPRN number – find this [here](#) under 'Apprenticeship provider and assessment register' or ask your university to provide this information
- Name of apprenticeship – Nursing Associate Level 5 2018 OR Registered Nursing Degree Apprenticeship 2018
- Apprenticeship start and end date and price – if you are not sure please contact the university
- Reference number – anything you want for your own reference

Accepting the 'cohort'

- Once your cohort has been confirmed by the training provider, the levy transferring organisation will also confirm the request. They may ask you to make minor changes, this will all be tracked through the system.
- **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 the end point assessment is complete (automated through the system)
- 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

Further information:

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 provide employer support grants e.g. the nursing associate £8,160k funding is a separate payment to the levy funds.
- Once NHSE have carried out their validation process, they will transfer funds via your Education Training Grant. When your employee starts the apprenticeship, contact: england.hedata.south@nhs.net so that they have your direct contact details for funding purposes.