



# Apprenticeship Levy Transfers

A guide for employers



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If you are a Levy paying company, i.e. you have annual wage bill of more than £3million, you can now transfer some of your unspent Levy funds to another organisation.

### What is a Levy Transfer?

A Levy Transfer occurs when an Apprenticeship Levy-paying company gifts their unspent Levy funds to smaller companies and organisations (non-Levy) to support growth within their business.

### Who can benefit from a Levy Transfer?

You can gift to any company or organisation but the 'receiving' employer should be in need of the funds.

By gifting to another organisation, you will be helping to train their future workforce, and provide employees with increased life long earning potential.

#### The receiving employers can be:

1. Any employer who is not Levy-paying
2. Employers you currently work with
3. An Apprenticeship training provider.

This is an opportunity for you to support smaller organisations and make a difference by developing their workforce through apprenticeships. The funds can support new apprenticeship recruitment, or to upskill existing employees.

#### By completing a Levy Transfer, you will:

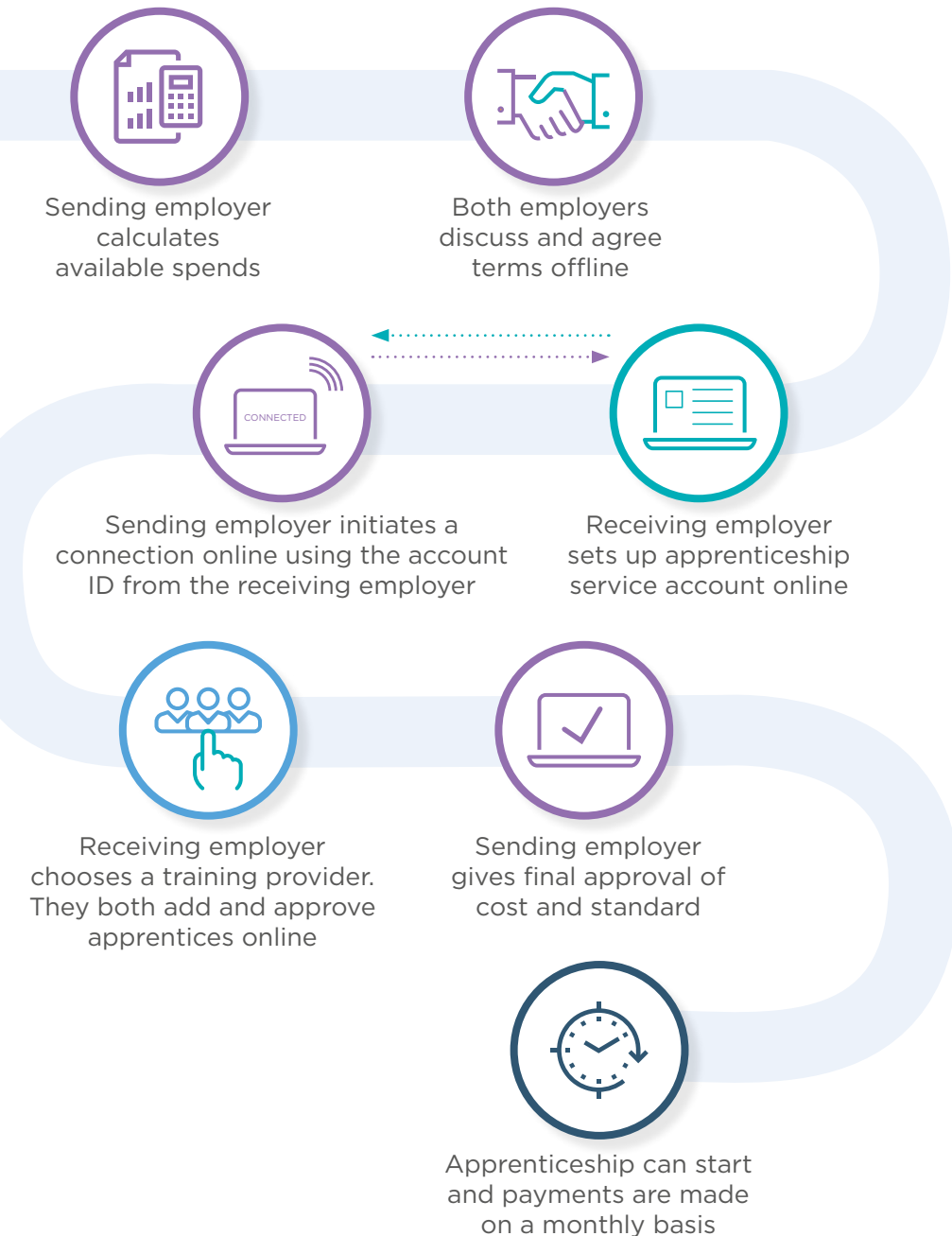
1. Support your own company's corporate social responsibility efforts
2. Create an incredible PR opportunity for your business by sponsoring an apprentice
3. Have a positive impact on smaller organisations to support their growth.



## How much of my Levy fund can I transfer?

As of 1st April 2019, you can transfer up to 25% of your total Levy funds.

# Apprenticeship Levy Transfer Process



## How does it work on Digital Apprenticeship Service account (DAS)?

Levy Transfers take place using the Digital Apprenticeship Service - this is an online portal that will connect both organisations. The information below sets out what you need to do to set up a Levy Transfer on the DAS.

1. Both the 'Sending' and 'Receiving' employers will need a DAS account in order to transfer the Levy funds.
2. You can only be a sender or receiver at any one time, you cannot be both at the same time.
3. Each account on the apprenticeship service must include at least one:
  - Account owner
  - Organisation
  - PAYE scheme

To register a new account on the DAS, the receiving employer will need the following information:

- Account owner's email address
- Organisation's Companies House number, charity number, or public sector body name
- PAYE scheme's Government Gateway credentials

If the receiving employer cannot find their Government Gateway credentials they should contact the HMRC helpdesk on 0300 200 3200.

**IF YOU DO NOT SPEND YOUR LEVY POT, YOU WILL LOSE IT**

## Did you know?

### You can give Apprenticeship training providers permission to create apprenticeship cohorts on the Digital Apprenticeship Service?

Employers can give Apprenticeship training providers permission to create cohorts on their behalf in their Digital Apprenticeship Service (DAS) account, as part of on-going improvements to this service.

#### How does it work?

This is a similar process to the Levy Transfer process. For an Apprenticeship training provider to create a cohort on your behalf, you would need to follow the steps below:

1. The Training Provider will need to access the new 'Create cohort' area of your Digital Apprenticeship Service.
2. Choose an employer to create a cohort for (Please note, only employers that have given permission will be listed).
3. Employers who wish to give permission to their provider to create a cohort will need to discuss this with their provider offline first.
4. When they access the service, they need to click on the 'Add training provider' area and add their provider's UK Provider Reference Number (UKPRN) to complete the confirmation.
5. The employer will still need to approve the cohort and apprentice details before the apprentice goes live.

## How do I access my Digital Apprenticeship Service account?

Please go to the following web address to access your account:  
<https://accounts.manage-apprenticeships.service.gov.uk/service/index>

For more information about Levy Transfers and Apprenticeships, please visit the websites below:

1. Total People: [www.totalpeople.co.uk](http://www.totalpeople.co.uk)
2. Apprenticeships Levy Transfer Video - Education & Skills Funding Agency (ESFA): [www.youtube.com/watch?v=6sHOgDiU9NM](http://www.youtube.com/watch?v=6sHOgDiU9NM)
3. The Institute for Apprenticeships [www.instituteforapprenticeships.org](http://www.instituteforapprenticeships.org)
4. National Apprenticeship Service: [www.apprenticeships.gov.uk](http://www.apprenticeships.gov.uk)
5. ESFA Guidance on Transferring unused apprenticeship funds to other employers: [www.gov.uk/guidance/transferring-apprenticeship-service-funds](http://www.gov.uk/guidance/transferring-apprenticeship-service-funds)
6. [www.gov.uk/government/publications/sfa-inform/inform-february-2019](http://www.gov.uk/government/publications/sfa-inform/inform-february-2019)
7. State Aid Guidance: [www.gov.uk/guidance/state-aid#guidance](http://www.gov.uk/guidance/state-aid#guidance)

**Total People can guide you through the step-by-step process of Levy transfers and any other Levy related questions you may have.**

**Please contact your Total People account manager to discuss your requirements, or get in touch by calling 03333 222 666 or email [enquiries@totalpeople.co.uk](mailto:enquiries@totalpeople.co.uk)**

### Levy Transfers and State Aid

Employers need to take account of state aid rules when receiving funds from other organisations.

Before accepting a transfer, employers should check how much state aid they've already received in any 3 year period, so they don't go over the limit they're allowed under 'de minimis' funding rules.

The limit an organisation is allowed to receive as state aid is €200,000 in any rolling 3-year period.

For further guidance on state aid, see further resources on point 7 above.

# Build a brighter, better business with an Apprenticeship.

## Get in Touch

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This information is also available in a range of formats, such as large print, on request.



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