



Education & Skills
Funding Agency

The apprenticeship service - from an employers perspective

Alan Barker

Service Engagement Manager

24th May 2018

What is the apprenticeship levy and who pays it?

Started on **6 April 2017**, at a rate of **0.5% of pay bill**, paid through PAYE

Applies to all **UK employers** in all sectors

£15,000 allowance is **not a cash payment**

Only **1.3% of employers** will pay the levy

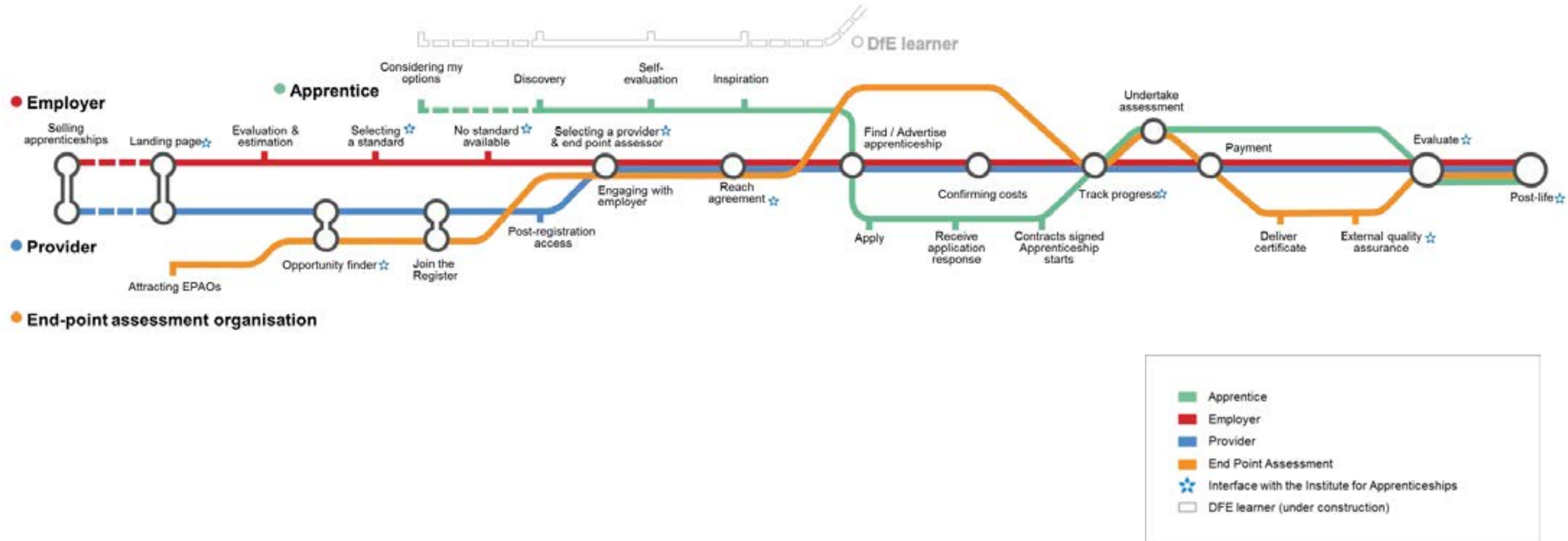
The levy is set at **0.5% of an employer's pay bill**. It is only paid on any pay bill in excess of

£3m

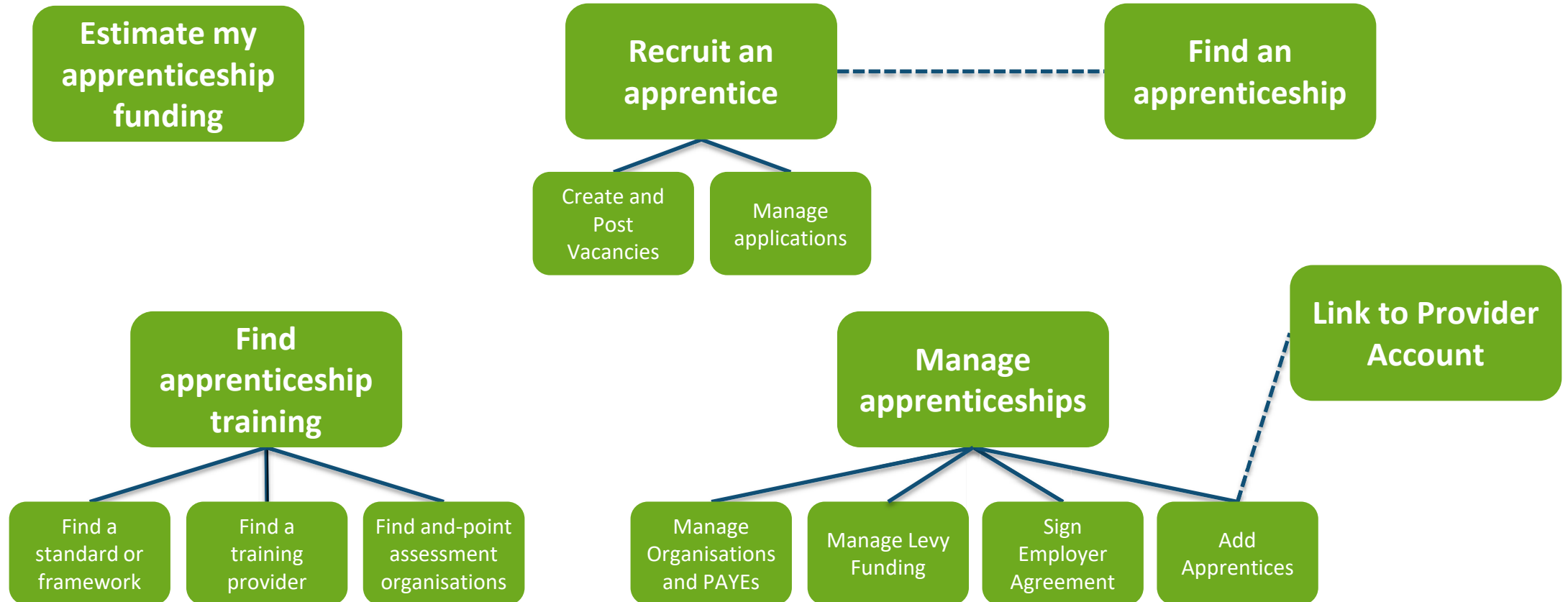
Employers have an allowance of **£15,000** to offset against their levy payment



Developing the apprenticeship service: Vision 2020



What is the apprenticeship service?



Estimate my apprenticeship funding

Skills Funding
Agency

Estimate my Apprenticeship Funding

Estimate my apprenticeship funding

Use this tool to estimate if your organisation will pay the apprenticeship levy, how much your organisation will have available to spend on apprenticeships and how much the government will contribute towards the cost of training.

You'll need to know your organisation's annual UK payroll.

► [What is my payroll?](#)

Start ►

It would also help if you know:

Skills Funding
Agency

Estimate my Apprenticeship Funding

Your monthly funding breakdown

| Date | Levy credit | Cost of training | Co-investment | | Balance |
|----------------|-------------|------------------|------------------|------------------------|---------|
| | | | Your share (10%) | Government share (90%) | |
| May 2017 | £3,208 | - | - | - | £3,208 |
| June 2017 | £3,208 | - | - | - | £6,416 |
| July 2017 | £3,208 | - | - | - | £9,624 |
| August 2017 | £3,208 | £6,000 | - | - | £6,832 |
| September 2017 | £3,208 | £6,000 | - | - | £4,040 |
| October 2017 | £3,208 | £6,000 | - | - | £1,248 |
| November 2017 | £3,208 | £6,000 | £154 | £1,390 | £0 |
| December 2017 | £3,208 | £6,000 | £279 | £2,513 | £0 |
| January 2018 | £3,208 | £6,000 | £279 | £2,513 | £0 |
| February 2018 | £3,208 | £6,000 | £279 | £2,513 | £0 |
| March 2018 | £3,208 | £6,000 | £279 | £2,513 | £0 |
| April 2018 | £3,208 | £6,000 | £279 | £2,513 | £0 |

Add another 12 months

Find apprenticeship training

Find apprenticeship training

BETA This is a new service – your [feedback](#) will help us to improve it.

DEMO PROVIDER

Trading names: Demo Training Provider. Demo Adult Community Provider

UKPRN: 10009876

Only levy paying employers can work with this provider

About this Provider

Demo Training Provider is the provider of choice for adult community learning and skills, helping adults to return to learning and discover the range of opportunities available to learn new skills, expand their abilities and transform lives. Whether you wish to recruit a young person, upskill employees or work with us to enhance your recruitment, Demo Training Provider has the solution for you.

2 Apprenticeships offered

| Apprenticeship | Type | Level | |
|----------------------|-----------|-------|-------------------------|
| Adult care worker | Standard | 2 | Details |
| Early Years Educator | Framework | 3 | Details |

Contact details

Website:
[DEMO PROVIDER website](#)

Phone number:
01234 567890

Email:
info@demo.ac.uk

Employer satisfaction:

no data available

Learner satisfaction:

97%

Source: [Skills Funding Agency FE Choices](#)

Content disclaimer

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Find apprenticeship training

Business and Administration

[Find training providers](#)

This information is taken from an apprenticeship framework. It sets out what qualifications the apprentice can achieve.

Summary of this apprenticeship framework

| | |
|--------------------------------|--|
| Level | 3 (equivalent to A levels at grades A to E) |
| Typical length | 18 months |
| Entry requirements | Your chosen apprentices. |
| Suitable roles for apprentices | <ul style="list-style-type: none">• Administration• Administration• Personal Assistant• Secretary Your chosen |

Find apprenticeship training

Search results

176 training providers for the **Business and Administration, level 3** apprenticeship. Results are ordered by distance from "CV1 2WT". Results labelled **(Levy payer)** are training providers who are willing to offer apprenticeship training across England.

Filter results

Training options

- ☐ day release (59)
- ☐ block release (37)
- ☐ at your location (157)

[Explain training options](#)

Day release: for example one day a week at the training provider's location.

Block release: for example 3-4 weeks at the training provider's location.

[LEARNDIRECT LIMITED](#) **(Levy payer)**

Distance: 0.1 miles away
Training options: at your location
Employer satisfaction: 51%
Learner satisfaction: 80%
Achievement rate: 70%


[BUSINESS MANAGEMENT RESOURCES \(UK\) LTD](#)

Distance: 0.2 miles away
Training options: at your location
Employer satisfaction: 95%
Learner satisfaction: 89%
Achievement rate: 85%

[Inspire 2 Independence \(i2i\) Ltd](#)

Distance: 0.3 miles away
Training options: at your location
Employer satisfaction: no data available

Recruit an apprentice and Find an apprenticeship



Search

[Home](#)

Recruit an apprentice

This service is for registered training providers (including large employers with direct grant funding) to post vacancies and manage applications for apprenticeships and traineeships.

Most employers need to [find a training organisation](#) to recruit apprentices for them.

Start now >

Before you start

You need to have an account with the government's [Information Management Services system](#) to use this.

You'll get your account details when you [register as a training provider](#).

Help

You can contact the National Apprenticeship Service for advice or help using the service.

Elsewhere on GOV.UK

- [Employing an apprentice](#)
- [Find an apprenticeship](#)



Find an apprenticeship

[Sign in / Create account](#)

Higher Apprenticeship Manufacturing Engineering - Birmingham

Rolls-Royce Plc

[Return to search results](#)

[Print this page](#)

On the Rolls-Royce Manufacturing Engineering Higher Apprenticeship, you get to study towards an engineering foundation degree and work alongside world-class engineers, all while making a real contribution to an advanced engineering business. It's a great way to earn, learn and grow in confidence as part of a supportive team.

This apprenticeship requires you to apply through the employer's website.

[Apply now](#)

Closing date: 31 Mar 2017

Apprenticeship summary

Weekly wage

£200.00

Our Manufacturing Engineers are amongst the best in their field. To develop some of the most advanced manufacturing processes in



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Manage apprenticeships

- account set up and enabling payments to be made

[◀ Back](#)

What you'll need

To set up an account you'll need:

- at least one PAYE scheme
- the Government Gateway login details for your PAYE scheme(s) - ask your payroll department if you don't have access to this information

[Can't find your Government Gateway details? ↗](#)

Do you have everything you need?



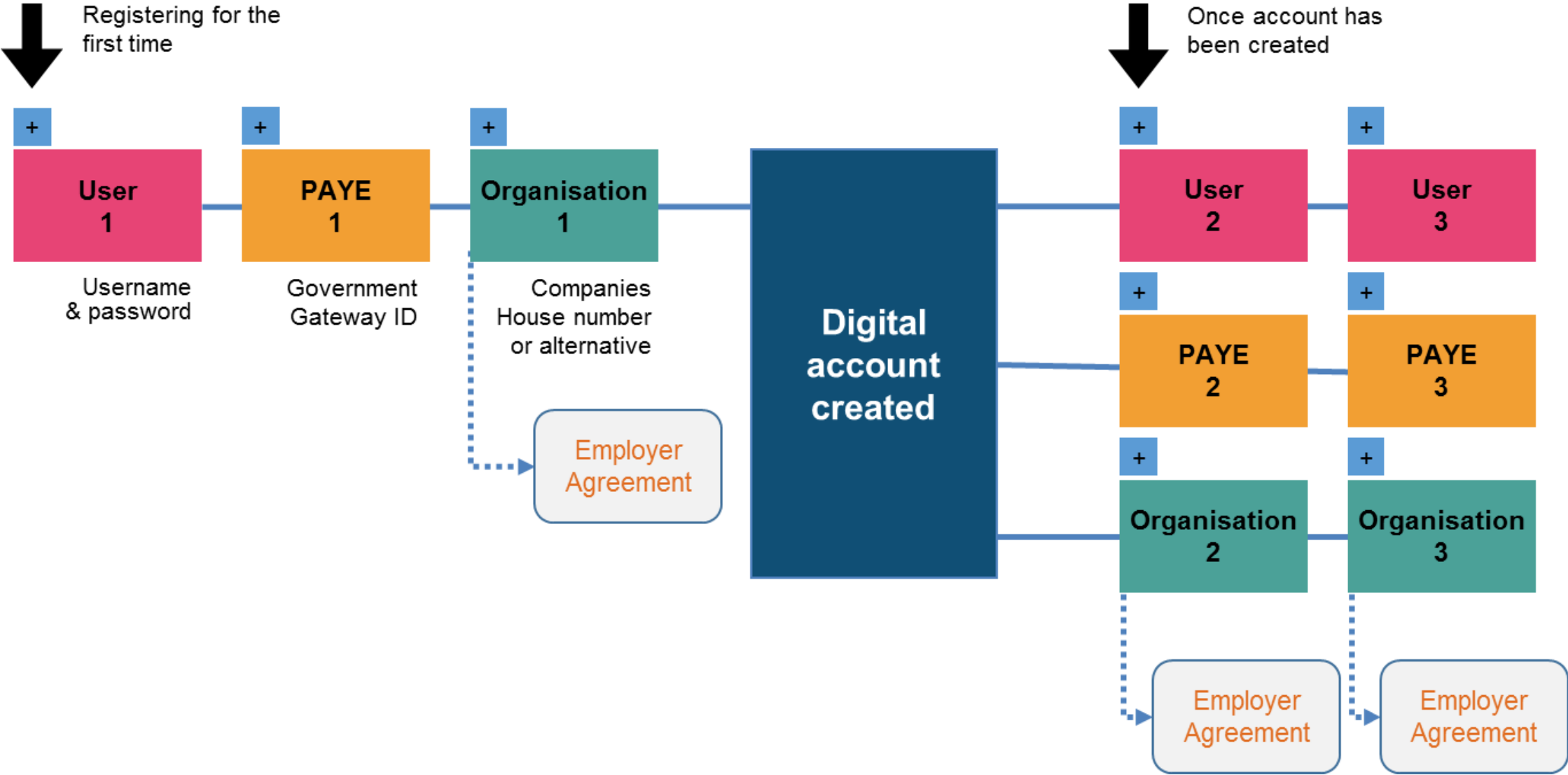
Yes, I have everything I need



No, I don't have everything I need

Continue

Structuring an account



ESFA Demo

Account ID: XJ7WRJ

[Your team](#)

Control what your team can do and invite new team members.

[Your organisations and agreements](#)

Add your organisations that will make contracts with training providers.

[Apprentices](#)

Add apprentices, update details of existing apprentices and authorise payments to training providers.

[Finance](#)

View your financial transactions.

[PAYE schemes](#)

Add or remove PAYE schemes.

[Find apprenticeship training](#)

Search for apprenticeships and see details of approved providers who can deliver the training.

Tasks

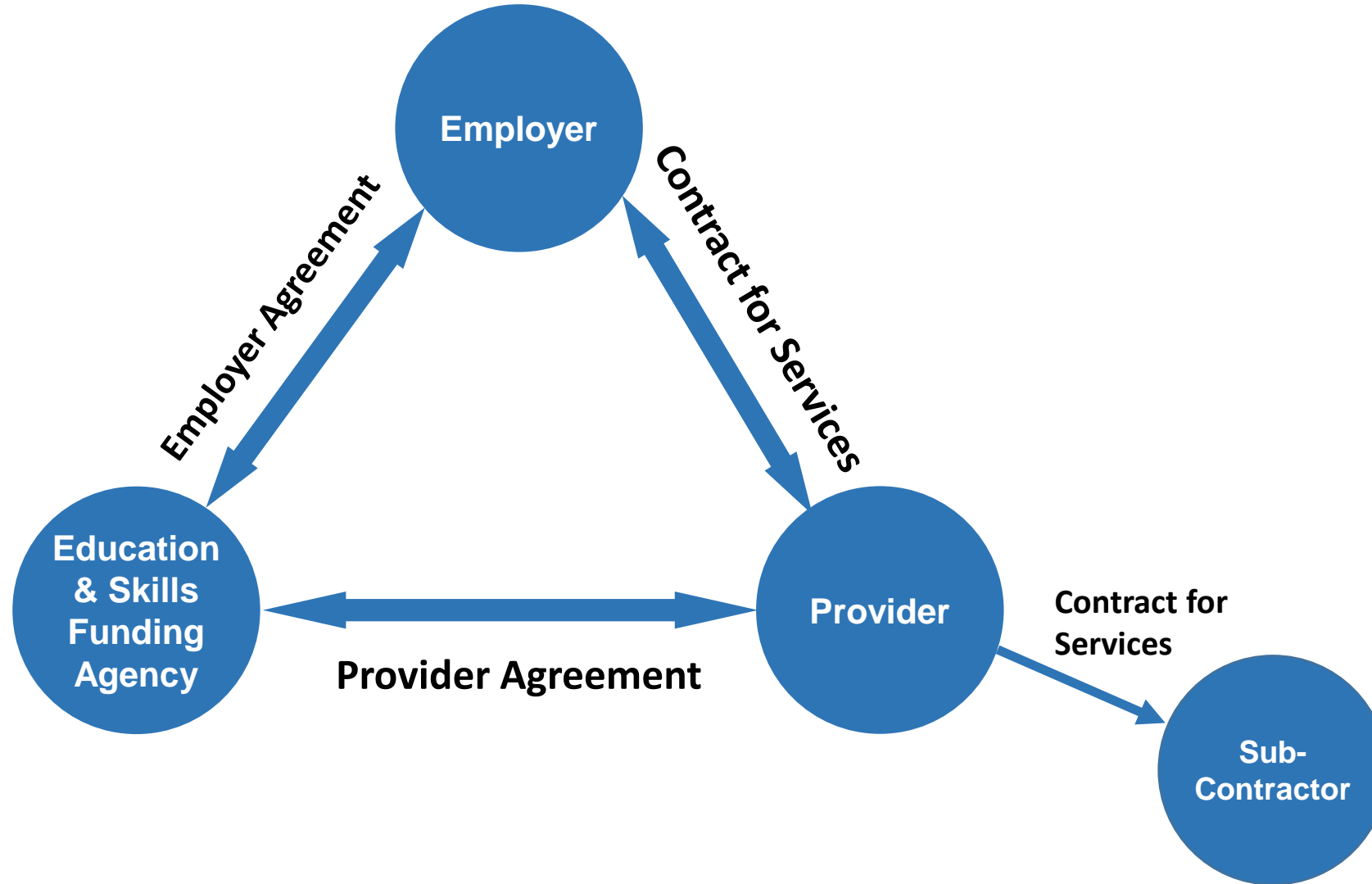
You do not have any tasks



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Agreements

Apprenticeship Contracting Framework



ESFA Demo

Account ID: XJ7WRJ

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Search for apprenticeships and see details of approved providers who can deliver the training.

Tasks

You do not have any tasks

[Home](#) > Your organisations and agreements

Your organisations and agreements

[Add new organisation](#)

Add each organisation that will make an agreement with a training provider for apprenticeship training.

There is no restriction on the number of [connected organisations](#) you can add.

Organisation

Agreement

Spending status

ESFA Demo

Agreement not signed
SFA agreement needs to be signed


Spending disabled

[Sign agreement](#)



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Adding apprentices

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[Home](#) > [Apprentices](#)

Apprentices

[Add an apprentice](#)

Add apprentices to a new cohort or ask your training provider to add them.

[Your cohorts](#)

Review, edit, approve and add more apprentices to cohorts you've already started.

[Manage your apprentices](#)


View approved apprentices, update details of existing apprentices or stop and pause payments to training providers.

[Set payment order](#)

View and change the order in which your providers are paid from your available funds.

[Report public sector apprenticeship target](#)

Submit data on your progress towards the public sector apprenticeship target

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[Back to Apprentices](#)

Add an apprentice


Add details of one or more apprentices to your account, and authorise payments to their training provider.

Before you start

You must:

- know the names of your apprentices
- know your training provider's UK Provider Reference Number (UKPRN) - your training provider can tell you this
- make sure the organisation that's named on the contract you have with your training provider is in your account - [view organisations in this account](#)
- make sure the PAYE scheme that each apprentice is paid through is in your account - [view PAYE schemes in this account](#)

[Start now >](#)

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Start adding apprentices

You can start adding details of your apprentices or ask your training provider to add them for you.

If you ask your training provider to add them, you need to check and agree the details before any payments are made.

☐ I will add apprentices

☐ I would like my provider to add apprentices

Continue

Add apprentice details

You must add the apprentice's first and last names - fill in as many other fields as you can. You'll be able to return later to make changes or add more information.

You'll only be able to authorise payments for this apprentice once all the fields have been completed - either by yourself or your training provider.

First name

Last name

Date of birth

For example, 08 12 2001

Day

Month

Year

Unique learner number

This will be added by your training provider.

Apprenticeship training course

Start typing in the name of the course or choose an option from the list

Please select ▼

Planned training start date

For example, 09 2017

Month Year

Total agreed apprenticeship price (excluding VAT)

Enter the price, including any end-point assessment costs, in whole pounds.

For example, for £1,500 enter 1500

£

Reference (optional)

Add a reference, such as employee number or location - this won't be seen by the training provider

20 characters remaining

End-point assessments

If you've chosen an apprenticeship standard, we'll ask you to confirm the [apprentice assessment organisation](#) for this apprentice. We'll do this before the end of the apprenticeship.

Apprenticeship frameworks have different assessment arrangements and don't need end-point assessments.

Add[Cancel](#)

[◀ Back to Apprentices](#)

Choose an option

- ☐ Approve and send to training provider
- ☐ Send to training provider to review or add details
- ☐ Save but don't send to training provider

[Continue](#)[Cancel](#)

Skills funding service

BETA

This is a new service – your [feedback](#) will help us to improve it.

Welcome Jim, A-Training Provider

UKPRN:12345678

[Settings](#)
[Sign out](#)

Skills Funding Agency services

Apprenticeship service

Manage apprentices

SFA contracts and agreements

View contracts

Subcontracting

Make a new declaration

[Find out how this service is performing](#)

Apprenticeships

Your training provider account

Mr.SFSTEST10000896

[Notification settings](#)
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[Your cohorts](#)

DEMO TRAINING PROVIDER

UKPRN: 12345678

[Your cohorts](#)

Review, edit, approve and add apprentices to new cohorts.

[Manage your apprentices](#)

View and update approved apprentice records.

Instructions for the apprentices' employer

Employers need to [register to manage their apprenticeship funds](#).

Once they've registered they need to:

Review your cohort

2

Apprentices

2

Incomplete records

£47,000

Total cost

Employer: Demonstrate One Ltd

Cohort reference: MGXPYV

Status: New request

Message:

Please approve


Continue to approval

Add an apprentice

1 x Aerospace engineer, Level: 6 (Standard)

Training code: 37

| Name | Unique learner number | Date of birth | Training dates | Cost | |
|------------|-----------------------|---------------|----------------------|---------|----------------------|
| John Smith | – | 1 Jan 2000 | May 2018 to Jan 2022 | £27,000 | Edit |

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Manage apprenticeships

Your employer account

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Manage your apprentices



Filter apprentices

Status ▴

☐ Live

☐ Stopped

☐ Paused

Alerts ▴

Training Courses ▴

☐ Hair Professional, Level: 2 (Standard)

☐ Providing Financial Services: Debt Collections, Level: 2

☐ Gas network craftsman, Level: 3 (Standard)


☐ Nuclear scientist and nuclear

| Name | Unique learner number | Date of birth | Status | Alerts |
|---------------|-----------------------|---------------|---------|----------------------|
| Alan Barker | 1122334455 | 1 Dec 1980 | Live | View |
| April Kennedy | 1116512585 | 6 Jun 2000 | Live | View |
| David Smith | 9885463215 | 4 Oct 1998 | Live | View |
| Denise Smith | 9988776655 | 6 Jul 1997 | Live | View |
| John Doe | 1234567891 | 1 Jan 1999 | Stopped | View |
| John Smith | 1234567899 | 1 Jan 2000 | Live | View |
| John Smith | 1234567891 | 1 Jan 2001 | Stopped | View |
| Julia Brown | 7861254423 | 6 Jun 1920 | Paused | View |
| Nick Wallace | 6544236781 | 1 Feb 2000 | Live | View |
| Nicola Jones | 1234597391 | 3 Oct 1998 | Stopped | View |
| Paul Twine | 1987654321 | 1 Jan 1998 | Live | View |
| Rachael Blair | 1224657892 | 1 Jan 2001 | Live | View |



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Editing apprentice status

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Manage apprenticeships

Your employer account

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[◀ Back to manage your apprentices](#)

John Smith

| | | |
|--------|------|-----------------------------|
| Status | Live | Edit status |
|--------|------|-----------------------------|


Overview

| | |
|-------------------|---------------------|
| Training provider | A-Training Provider |
| Cohort reference | YVRJPV |

Apprentice

[Edit](#)

| | |
|--------------------------------|---|
| Name | John Smith |
| Unique learner number | 1234567899 |
| Date of birth | 1 Jan 2000 |
| Apprenticeship training course | Aerospace engineer, Level: 6 (Standard) |

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Your employer account

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Change apprentice status

What status change do you want to make?

☐ Pause

☒ Stop

☐ Don't change the status

Continue



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ILR mismatch: Price

Apprenticeships

Your training provider account

[Miss Vanessa Clyne](#) [Notification settings](#) [Sign out](#)

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Change apprentice details


A request will be sent to RED AND WHITE HOLDINGS PLC to approve the following changes in the apprenticeship service.

| | Period | Apprenticeship service | ILR submission |
|------------------------|------------|------------------------|----------------|
| Total cost of training | 1 Jul 2017 | £2,000 | £3,000 |

Do you want to request these changes?

- ☐ Yes, request this change
- ☐ No, leave for now

Finish

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Manage apprenticeships


Your employer account

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Manage your apprentices

Enter a name 


Filter apprentices


Status 

☐ Live

☐ Stopped

☐ Paused

Alerts 

Training Courses 


☐ Hair Professional, Level: 2 (Standard)

☐ Providing Financial Services: Debt Collections, Level: 2

☐ Gas network craftsman, Level: 3 (Standard)

☐ Nuclear scientist and nuclear

| Name | Unique learner number | Date of birth | Status | Alerts |
|---------------|-----------------------|---------------|---------|--|
| Alan Barker | 1122334455 | 1 Dec 1980 | Live | View |
| April Kennedy | 1116512585 | 6 Jun 2000 | Live | View |
| David Smith | 9885463215 | 4 Oct 1998 | Live | View |
| Denise Smith | 9988776655 | 6 Jul 1997 | Live | View |
| John Doe | 1234567891 | 1 Jan 1999 | Stopped | View |
| John Smith | 1234567899 | 1 Jan 2000 | Live | <div>Changes for review</div> View |
| John Smith | 1234567891 | 1 Jan 2001 | Stopped | View |
| Julia Brown | 7861254423 | 6 Jun 1920 | Paused | View |
| Nick Wallace | 6544236781 | 1 Feb 2000 | Live | View |
| Nicola Jones | 1234597391 | 3 Oct 1998 | Stopped | View |
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Manage apprenticeships

Your employer account

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[Home](#) > Apprentices

Review changes

A-TRAINING PROVIDER have suggested these changes:

| | Period | Previous | Changed to |
|-------------|------------|----------|---------------|
| Cost | 1 Jun 2017 | £2,000 | £3,000 |

Are you happy to approve these changes?

☐ Yes, approve these changes

☐ No, reject these changes

Continue

[Cancel and return](#)

[◀ Back to manage your apprentices](#)

Changes approved

John Smith

| | | |
|--------|------|-----------------------------|
| Status | Live | Edit status |
|--------|------|-----------------------------|

Overview

| | |
|-------------------|---------------------|
| Training provider | A-Training Provider |
|-------------------|---------------------|

| | |
|------------------|--------|
| Cohort reference | VXJP7V |
|------------------|--------|

Apprentice [Edit](#)

| | |
|------|-----|
| Name | A 8 |
|------|-----|

| | |
|---------------|------------|
| Date of birth | 8 Aug 2000 |
|---------------|------------|

| | |
|--------------------------------|---|
| Apprenticeship training course | The Power Sector: Wind Turbine Installation and Commissioning, Level: 3 |
|--------------------------------|---|

| | |
|---------------------|------------|
| Training start date | 1 Jun 2017 |
|---------------------|------------|

| | |
|-------------------|------------|
| Training end date | 1 May 2019 |
|-------------------|------------|


| | |
|------------------------|--------|
| Total cost of training | £3,000 |
|------------------------|--------|

| | |
|-----------|--|
| Reference | |
|-----------|--|



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Setting the Payment Order

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Manage apprenticeships

Your employer account

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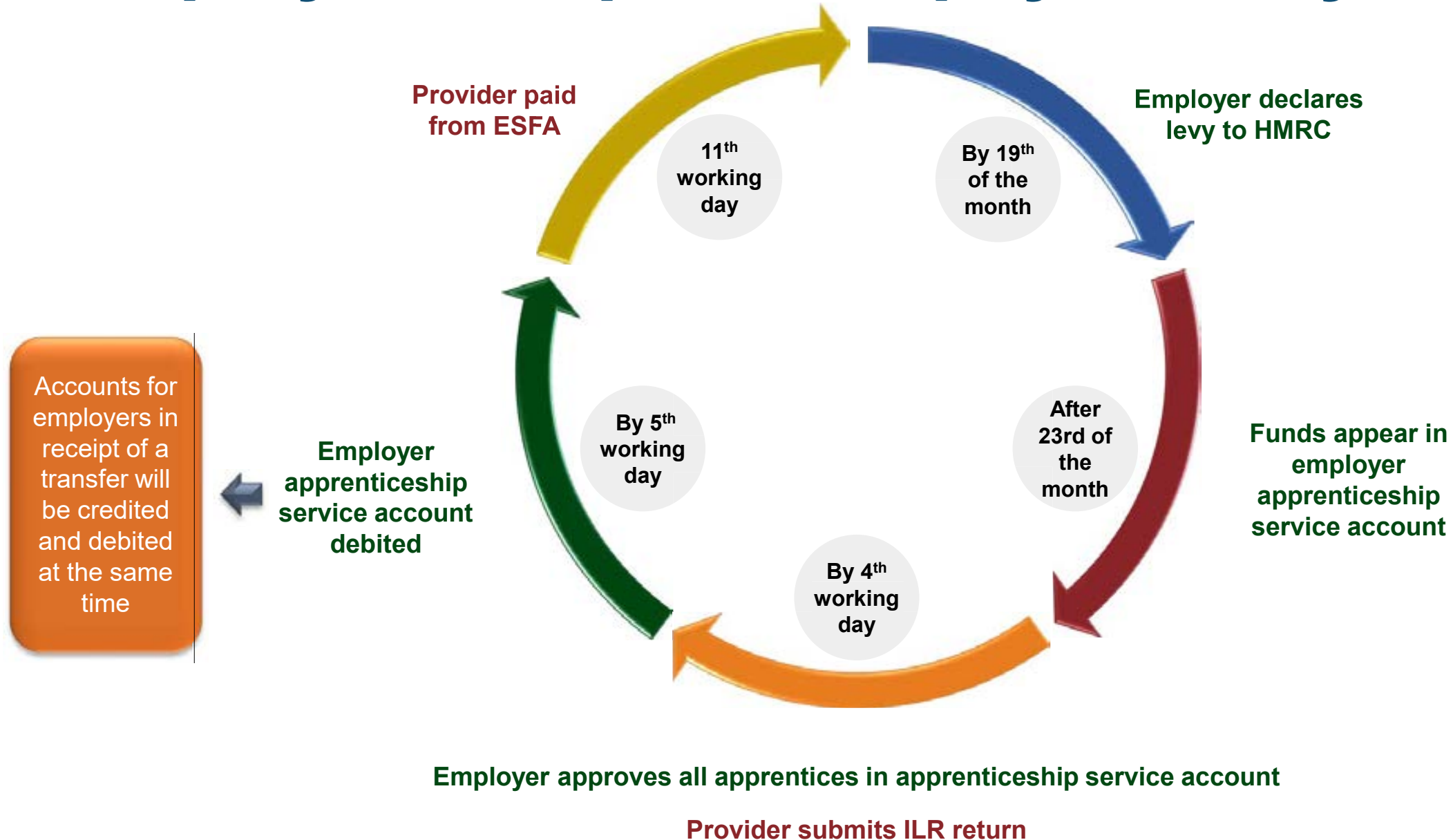
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View approved apprentices, update details of existing apprentices or stop and pause payments to training providers.

[Set payment order](#)

View and change the order in which your providers are paid from your available funds.

Employer and provider payment cycle





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Levy Transfers

Transfers policy

- ✓ From April 2018
- ✓ Maximum of 10% of annual funds
- ✓ Paid monthly for the duration of the apprenticeship
- ✓ Transfers funds to 1 employer, both employers need AS account
- ✓ Only be used for apprenticeship standards

Transfers policy

- × Employers cannot be a sender and receiver of transferred funds
- × Levy-paying training provider cannot transfer funds to an employer and deliver the training
- ✓ If the apprenticeship stops, the transferred payments will stop as well
- ✓ Understand the funding rules

Transfers – how it will work

Sending employer



Sending employer calculates available spend



Sending employer initiates a connection online using the account ID from the receiving employer



Sending employer gives final approval of cost and standard

Receiving employer



Both employers discuss and agree terms offline



Receiving employer sets up apprenticeship service account online



Receiving employer chooses a training provider. They both add and approve apprentices online



Provider

Apprenticeship can start and payments are made on a monthly basis

Transfers myth busting

- A transfer can only be used to pay for another employer's apprenticeships.
- It will be an exact and agreed amount
- You cannot transfer 10% as a lump sum or a gift
- You can make a transfer to any other employer
- Initially employers can only make a transfer to one other employer



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Future service developments

Apprenticeship Service Roadmap

Up to Apr 18

- ✓ **Tasks** – in-service alerts for employers
- ✓ Changes can be made to apprentices until successful **data match**
- ✓ **Apprentice search**
- ✓ **Improved content** and support pages for employers and providers
- ✓ Employers can **download transactions**
- ✓ **Public sector reporting** within the account
- ⚙️ **Funding projection tool** for employers – version 1 currently being piloted

Apr - Jun 18

- ✓ **Transfers estimating** tool to support planning of transfers
- ✓ Employers can see their **transfer balance** in their account
- ✓ Employers can **transfer funds**
- ⚙️ Search for a **provider by name** on Find apprenticeship training
- **Start and end date** reflected from the ILR in the employer's account
- **Update organisation details**
- Employers can see the **end-point assessment organisation** for each apprentice
- End-point assessment organisations can record the **outcome of the assessment** on the service
- Improved **visibility** of apprentice and **payments information** for support team
- Employers will be able to see when **funds are due to expire**
- **Improved reporting** for providers

Jul - Sept 18

- Testing begins for employers who **don't pay the levy**
- **Enhanced content** and guidance for employers and providers
- **Enhanced forecasting** including modelling
- **Employer and apprentice feedback on provider MVS** introduced on Find apprenticeship training
- **Incentive payments** shown in employers' accounts
- Display of **refund** transactions
- Improvements to make **data matching** easier for employers and providers
- A more streamlined process for employers and providers to **enter apprentice details**
- Develop **API hub** to allow 3rd parties to integrate vacancy search and posting

Oct 18 - Mar 19

- Employers can **post and manage vacancies**
- **Improvements to access levels** for employers
- **Sub accounts** for employers
- **Improved support service** with access to a greater range of help channels

Apr 19 onwards

- **Employers who don't pay the levy can manage funding** through the apprenticeship service
- **Improved marketing** and dynamic content for employers, providers, apprentices and end-point assessment organisations
- **Payments made to end-point assessment organisations** through the apprenticeship service

Guidance and support

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Guidance

Transferring apprenticeship service funds

Information about transferring funds to another organisation in the apprenticeship service.

Published 12 February 2018
From: [Education and Skills Funding Agency](#)

Applies to: England

Contents

- How will transferring funds work
- Employers who are transferring funds
- Employers who want to receive a transfer
- State aid

From April 2018 employers who pay the apprenticeship levy will be able to transfer apprenticeship funds to other organisations.

Related content

Apprenticeships funding

Register of training providers, how funding works for employers, legal agreement, grants, check employers' eligibility.

How to register and use the apprenticeship service as a training provider

How to take on an apprentice

Register of apprenticeship training providers

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Guidance

How to register and use the apprenticeship service as a training provider

Sign in or register to add and approve apprentices for funding.

Published 12 September 2017
From: [Education and Skills Funding Agency](#)

Applies to: England

Contents

- Set up your apprenticeship training provider account
- What to do after you've set up your apprenticeship service account
- Monthly payment cycle

Related content

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Register of training providers, how funding works for employers, legal agreement, grants, check employers' eligibility.

Apprenticeship service bulk up specification

How to take on an apprentice

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Guidance

How to register and use the apprenticeship service as an employer

Sign in or register to access money you've paid under the apprenticeship levy and pay for apprenticeship training.

Published 13 February 2017
Last updated 12 September 2017 — see all updates
From: [Education and Skills Funding Agency](#)

Applies to: England

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Hiring and training an apprentice

Become a training provider, recruitment and funding guidance, standards and assessment plans, how to register.

Apprenticeship funding: legal agreement to enable spending

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Link to Videos:

https://www.youtube.com/playlist?list=PLMNvQX_aIOux3SdHgg3lw8D8dPrVHbMY7

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