

# A levy paying employer's journey



1. You're a levy payer – a UK employer with an annual payroll of over £3 million.

2. Your monthly levy payments (0.5% of your payroll) will be paid into your levy account. Set an account up [here](#).

4. Find a learning provider on the [Register of Apprenticeship Training Providers](#) or in our [endorsed provider search directory](#).

3. The Government adds an additional 10% to your monthly payment.



5. Agree the cost and duration of the apprenticeship.

6. Find your apprentice – upskill an existing member of staff or recruit a new staff member.



8. The learning provider is paid on a monthly basis from your digital account. 20% of the total cost is retained for the end-point assessment.

7. Your learning provider will help co-ordinate the delivery of the apprenticeship and help you find an end-point assessment organisation from the [Register of End-point Assessment Organisations](#).



9. If the cost of the training is more than the money in your digital account, you'll need to top it up. The Government will contribute 95% of these extra costs.

10. Claim funding from the Workforce Development Fund – when an adult social care apprentice successfully completes the diploma and again when they successfully complete the end-point assessment.



11. You and your learning provider could receive additional incentives eg £1,000 for employing a 16-18 year old apprentice.

