

A Levy paying employer's journey

www.skillsforcare.org.uk/apprenticeships



You're a UK employer who pays over £3 million in payroll per year and is now classed as a 'levy paying employer'

Set up a digital account for Levy payments to be paid to (the account will not be activated until May 2017) You can do this at www.gov.uk/guidance/pay-apprenticeship-levy



Work out how much levy you'll be paying each month, (0.5% of payroll over £3 million) using the HMRC online PAYE tool to calculate this or one of the free online calculators



From May 2017 start paying the levy into your digital account. The Government adds an additional 10%

Use your digital account (sometimes referred to as the levy pot) to pay for Apprenticeship training



When you are ready to start using Apprenticeships, contact learning providers from the approved Skills Funding Agency list (Register of Apprenticeship Training Providers) This can be found at: <https://roatp.apprenticeships.sfa.bis.gov.uk/download>. We recommend you use a provider that has been endorsed by us*



Choose one learning provider to work with. This learning provider will help co-ordinate the funding and delivery of the Apprenticeships and can help find an organisation to do the end point assessment



Decide which Apprenticeship(s) programme to use - either a new Standard(s) or the existing Framework (which remains open while the new Standards are fully established). You could recruit new apprentices and/or put some existing staff in new roles requiring an Apprenticeship



Agree on the cost of the Apprenticeships with your learning provider (which will come out of your digital account) and the duration of each programme (a minimum of 12 months)



Run the Apprenticeship(s). The learning provider is paid on a monthly basis from your digital account. 20% is held back for the end point assessment



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

If the cost of the training is more than the money in your digital account you need to top it up. The Government will contribute 90% of these extra costs



* These aren't the only learning providers you can use. However, our Endorsement Framework is a mark of quality that is given to the best learning and development in the adult social care sector.