

A non-levy paying employer's journey



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

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

4. The Government will pay 95% of the cost of the apprenticeship, up to the agreed funding level, and you'll pay the additional cost.

3. Agree on the cost and duration of the apprenticeship.



95%

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



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



7. 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.



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

