

## **West Berkshire Council Levy Transfer Policy**

West Berkshire Council are keen to identify as many opportunities to create apprenticeships within the local area. In particular we want to support our young people especially those who have been disadvantaged in some way as well as do what we can to boost our local economy and to make West Berkshire a great place to live, work and learn.

As part our ambitions we recognise the Council needs to work in partnership with businesses. The Council has a wide variety of roles but this is not always the roles people are looking for.

We therefore are keen to support apprenticeships via levy transfer to those SME's who may not have their own apprenticeship levy funds.

West Berkshire Apprenticeship Levy Transfer scheme can be used to cover 100% of the apprenticeship training fees (up to the banding limits as set by the apprenticeship funding rules) for both existing staff and new staff who undertake an apprenticeship.

We are particularly keen to support apprenticeships for our disadvantaged residents including those leaving care or with a disability (physical or mental health issues).

Employers will be responsible for recruiting their own apprentices however the Council has links to both Newbury College and West Berkshire Training Consortium and their own education and special needs teams who can help identify possible apprentices.

In addition we are developing a database to match potential recipients of levy funds with local businesses who like the Council want to support the local economy by transferring levy funds. This is being collated in conjunction with the Economic Development Team and the Thames Valley Local Enterprise Partnership (LEP)

### **Access to funds**

Employers can apply for access to the levy transfer scheme at any time however we encourage employers to apply in plenty of time to have the best chance of success and allow sufficient time for the various administrative tasks to take place.

To apply please complete the application form and return to [apprenticeships@westberks.gov.uk](mailto:apprenticeships@westberks.gov.uk). Funds are limited and will be evaluated against the Council's apprenticeship strategy aims and prioritise those applications that benefit the local community and in particular our ambitions in supporting those who are disadvantaged in some way including:

- Care leavers
- Young people, particularly NEETS
- Parents or carers looking to return to work
- People with disabilities
- Vulnerable residents

**Criteria:**

- The business must be located in the West Berkshire Council District
- The apprentice must live or have attended secondary in West Berkshire
- Apprentices must be paid at least the age appropriate minimum wage.
- Funding can be used to support apprenticeship applications for any level or age but priority will be given to supporting disadvantaged groups and Level 3, 4 or 5 standards.
- Funds can only be used for new apprenticeship course not backdated for any training that has already commenced.
- Funds can only be used for approved apprenticeship standards. [View the list of current standards](#)

**Recipient Businesses must:**

- Create an account on the apprenticeship service to receive funds
- Pay the apprentice's salary
- Sign an agreement with the Education and Skills Funding Agency (ESFA)
- If West Berkshire Council runs out of funds you must make the 5% contribution to the cost of training. This is unlikely to happen but you need to be aware of this obligation in case it arises as this is part of the funding rules.
- A transfer can fund up to the funding band maximum of a standard, if the cost of the training is more the business will have to pay the difference to the training provider. WBC will work with the business and the training provider to clarify what is and isn't covered. If there are additional costs such as exam retakes these are unlikely to be covered by the levy and so the business will need to pay. Any such costs should be outlined at the start by the training provider so the business is aware of the costs.
- Make themselves aware of the funding rules in relation to levy transfer.
- Notify WBC if the apprenticeship stops- funding will stop too but you will not have to pay back any funds.
- Select an appropriate training provider from the approved list of providers.

**Process:**

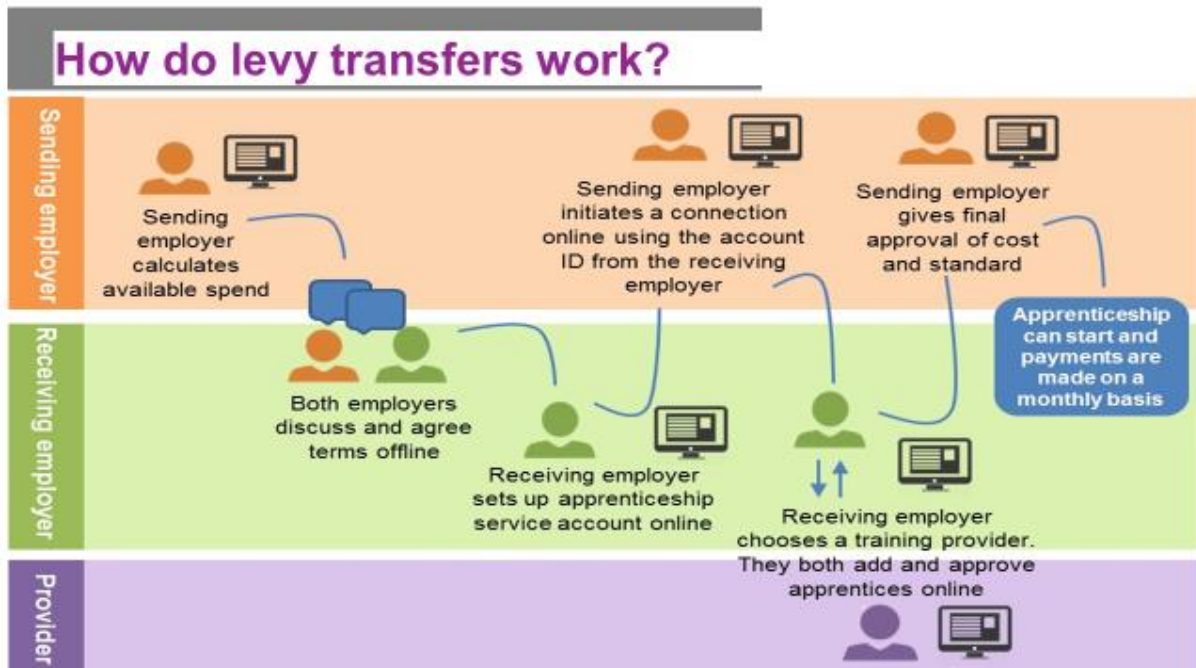
1. Contact the Council to discuss your requirements
2. Receiving business to source a training provider
3. Submit an application form and sign the agreement to confirm the following:
  - a. Apprenticeship Standard
  - b. Number of apprentices
  - c. Start and finish dates
  - d. Name of apprentices

WBC will provide a letter confirming what has been agreed once your application has been considered

4. Register on the apprenticeship service- your business must register on the apprenticeship service to have a digital account which will allow WBC to

transfer funds into your levy account to pay the relevant training provider. The GOV.UK website has instructions on how to do this.

5. Connect with West Berkshire council via the digital account- WBC will provide you with the information you need to enable this to be completed
6. Add the apprentice's details to the digital account. Your training provider may be able to assist you with this part of the process



West Berkshire Council Levy Transfer Application Form

**Part A: Employer Details**

<b>Employer Name</b>	
<b>Address</b>	
<b>Website</b>	
<b>Phone Number</b>	
<b>Number of Employees</b>	
<b>Company VAT registration number</b>	
<b>Contact name:</b>	
<b>Contact email</b>	
<b>Type of business/sector</b>	

**Part B: Apprentice Details**

<b>Name</b>		<b>Date of Birth</b>	
<b>Address</b>		<b>Duration of apprenticeship</b>	
<b>School Attended</b>		<b>Salary</b>	
<b>Start date</b>		<b>Apprenticeship Level</b>	
<b>Apprenticeship Standard</b>			

<b>Name</b>		<b>Date of Birth</b>	
<b>Address</b>		<b>Duration of apprenticeship</b>	
<b>School Attended</b>		<b>Salary</b>	
<b>Start date</b>		<b>Apprenticeship Level</b>	
<b>Apprenticeship Standard</b>			

<b>Name</b>		<b>Date of Birth</b>	
<b>Address</b>		<b>Duration of apprenticeship</b>	
<b>School Attended</b>		<b>Salary</b>	
<b>Start date</b>		<b>Apprenticeship Level</b>	
<b>Apprenticeship Standard</b>			

## **Part C: Eligibility Criteria and Employer Declaration**

Please read the following statements. By signing this form and submitting to West Berkshire Council you are confirming your agreement.

- I confirm the apprenticeship is for a West Berkshire resident or attended secondary education in West Berkshire
- I confirm the apprentice will be paid at least the age appropriate minimum wage
- I understand the training provider delivering the apprenticeship must be on register or approved apprenticeship providers
- I confirm that the nature of the business and the apprenticeship does not conflict with the council's policies and will not result in reputational risk to the council.
- I confirm we will employ the apprentice/s named above for the duration of their apprenticeship including completion of the end point assessment
- I confirm that the business is based in West Berkshire and has less than 250 employees.
- I confirm we agree to the terms and conditions as set out in this policy.

Signed: \_\_\_\_\_  
For and on behalf of the employer

Name (print):

Position:

Employer:

Date:

For further information please contact:

[apprenticeships@westberks.gov.uk](mailto:apprenticeships@westberks.gov.uk)

01635 503033