# **Levy Transfer Process**

Identify need for apprenticeship training

- SME to identify need for apprenticeship training. Details of available apprenticeships are listed on the apprenticeship standards site:
- https://www.instituteforapprenticeships.org/apprenticeship-standards/?

Contact WBC

Contact West Bekshire Council to discuss requirements

- •HR checks employees eligibility
- •HR checks there is an approriate apprenticeship standard

ligibility

•HR to check if there are approved trainining providers and recommend a provider if they have knowledge of providers

Check if there are funds available

- •HR to advise if Council has available funds
- If not direct enquiry to economic development team to establish whether there are other local businesses who may be able to support the SME
- If yes proceed to next stage- submission of application form

Complete
application for
funds

- SME to complete application/agreement form and submit to HR
- •HR will confirm if application is approved

Locate Traioning Provider

- •SME to source training provider- approved providers are listed on the apprenticeship standards site:
- https://www.instituteforapprenticeships.org/apprenticeship-standards/?

Register On Digita Apprenticeship Service •SME to register for a Digital Apprenticeship Account and to connect with WBC

Add apprentice details to digita

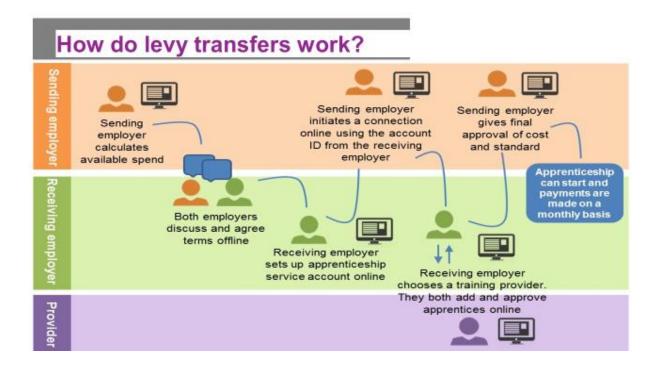
•SME to add apprentices details to Digital Apprenticeship Account

Contract Prepartion

•SME to complete necessary paperwork with training provider i.e. contract, commitment statement, apprenticeship agreement. The training provider will assist and advise.



## **Levy Transfer Process**



### **Useful Links**

### **Apprenticeship Standards**

https://www.instituteforapprenticeships.org/apprenticeship-standards/?

#### **Guidance on Setting up an account**

https://www.gov.uk/guidance/manage-apprenticeship-funds

#### **Creating a digital Account**

https://accounts.manage-

<u>apprenticeships.service.gov.uk/service/index?</u> <u>ga=2.862577.1706270762.16032120</u> 83-1974692636.1595515268

#### How to take on an apprentice

https://www.gov.uk/guidance/how-to-take-on-an-apprentice

#### Off the job training advice

https://www.gov.uk/government/publications/apprenticeships-off-the-job-training

