

Apprenticeship Tuition and Apprenticeship Service Account Guide

For Primary Care and Social Care Employers within Lancashire and South Cumbria

Apprenticeship Tuition

Apprenticeship tuition is paid using levy via the employer's Government Digital Apprenticeship Service account (DAS).

Employers who have an annual pay bill of MORE than £3million:

Are classed as **levy-paying employers** and pay 0.5% of annual pay bill into their own Government levy pot to generate their own levy and use this to pay for apprenticeship tuition.

Levy-Payers have different options depending on the levy they have available:

- **If sufficient levy in levy pot to cover 100% of the tuition:** employer must use this to pay the tuition.
- **If some levy left in levy pot:** employer can reserve a 95% co-investment. This is sometimes called funding reservation/contribution and is when the Government pay 95% of the tuition, with employer paying the remaining 5%. Employer will need to reserve the co-investment via their Apprenticeship Service Account. Funds must be in place prior to the apprenticeship programme start date. Please read more on this option including reservation instructions here: [Apprenticeship funding for employers who do not pay the apprenticeship levy - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/apprenticeship-funding-for-employers-who-do-not-pay-the-apprenticeship-levy). *Employers who are applying for a levy transfer can still reserve co-investment funds as a back-up.*
- **If no funds left in levy pot:** employer can apply for 100% levy transfer. This is not guaranteed, but to date has been very successful. Please go to the Non-levy payer section within this guide for more detail and instructions on this option.

Once you know which levy paying option you can proceed with for your application, please update the Training Hub Apprenticeship Team for their records and/or in case they need to provide further support.

If you are unsure which of the above relates to your application, find out more at this Government website which provides useful instructions [Pay Apprenticeship Levy - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/pay-apprenticeship-levy) or contact the Government Apprenticeship Service Account Team (contact details are at the end of this guide).

Did you Know? Levy Payers who expect to have unused apprenticeship levy, can now transfer up to 50% of their annual funds to as many employers as they choose. The NHSE NW Levy Team are able to help you do this.

Employers who have an annual pay bill of LESS than £3million:

Are classed as **non-levy paying employers**, meaning they do not pay money into their own Government levy pot to accumulate their own levy. Instead, Non-Levy Payers have the following options:

- **The tuition will be 100% financed by the Government if:**
 - candidate is aged 16 – 21 when the course starts AND/OR
 - employer has fewer than 50 employees and at the start of the course the apprentice is aged between 22 - 24 years old and has either an Education, Health and Care (EHC) plan provided by local authority and / or has been in the care of their local authority.

The Training Provider will advise employers of any steps needed relating to this throughout the programme application process.

The employer will still need to create / set-up an employer Apprenticeship Service account if they have not done so already.

- **Apply for a 100% Levy Transfer:** Primary Care and Social Care employers have the option to apply for a levy transfer (levy gifted from another organisation) to cover 100% of the tuition. In Lancashire and South Cumbria this is facilitated by the NHSE North West Levy Team who require as much notice as possible, but no less than 2 months. Funds must be in place prior to the apprenticeship programme start date. This is usually very successful.

Primary Care Employers must email the NHSE NW Levy Team to request instructions as soon as they have started an apprenticeship application

england.levytransfer.nw@nhs.net

Social Care Employers must email Dawn Werra, Social Care Apprenticeship Lead, confirming they require this, so Dawn can request instructions on your behalf

Dawn.werra@nhs.net

If a levy transfer is unable to be secured, the employer will need to reserve a 95% co-investment (see details below).

- **Reserve a 95% co-investment:** This is sometimes called a funding reservation/contribution and is when the Government pay 95% of the tuition, with employer paying the remaining 5%. Employer will need to reserve the co-investment via their Apprenticeship Service Account. Funds must be in place prior to the apprenticeship programme start date. Please read more on this option including reservation instructions here: [Apprenticeship funding for employers who do not pay the apprenticeship levy - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/apprenticeship-funding-for-employers-who-do-not-pay-the-apprenticeship-levy). *Employers who are applying for a levy transfer can still reserve co-investment funds as a back-up.*

Apprenticeship Service Account (DAS)

All employers must have a Government Digital Apprenticeship Service account (DAS) in order to complete various steps regarding apprenticeships, including registering their apprentice with the Government and managing levy/levy transfers/co-investment reservations.

An employer can only have one account, multiple staff can have admin access rights.

If an employer does not already have an Apprenticeship Service account, please use either of the following guides:

- [Guidance created by the NHSE WTE NW Levy Team](#) primarily for NW Non-levy paying employers
- [How to register and use the apprenticeship service as an employer - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/how-to-register-and-use-the-apprenticeship-service-as-an-employer)
- [VIDEO GUIDE: Creating an account on The Apprenticeship Service \(DfE youtube.com\)](#)

Government Apprenticeship Service Account Team Contact Information:

- [Visit the Gov DAS knowledge hub](#) to find out more
- Search for help within your Apprenticeship Service (DAS) at any time
- Call 08000 150 600 or email helpdesk@manage-apprenticeships.service.gov.uk during our opening times. *The Gov Team opening times are 8am to 8pm, Monday to Friday. During opening times, will reply to emails within 4 hours.*

This document was last updated 20/05/2024 v2