



Hertfordshire County Council Levy Transfer

We are an apprenticeship levy payer and are passionate about apprenticeships. Using the levy has enabled us to invest in high quality training to develop our skilled workforce, address skills gaps and recruit apprentices in order to continue to thrive and succeed in the future.

Overview

Government reforms mean we can transfer up to 50% of our apprenticeship levy funds. This is an opportunity for us to support employers to improve the knowledge and skills of the wider Hertfordshire workforce by taking on new apprentices or developing their existing staff.

Who can receive transferred funds?

We can transfer funds to employers for new apprenticeship starts. This can include new apprentices or existing employees undertaking an apprenticeship. We are not able to transfer funds for apprenticeships that have already started.

Receiving employers can be:

- Organisations based in Hertfordshire serving Hertfordshire residents
- Voluntary, community and social enterprise (VCSE) organisations in Hertfordshire serving Hertfordshire residents
- In our supply chain
- Organisations whose application aligns and supports Hertfordshire's Growth agenda, as per the LEP's Strategic Economic Plan

What are our strategic aims?

To maximise the benefits from the levy transfer funds, application bids will need to demonstrate how the funding for their apprenticeship programme will contribute to Hertfordshire County Council's strategic outcomes. be prioritised using the following criteria:

- Priority 1: Addressing skill shortages in Hertfordshire. Priority sectors to include Social Care, Digital skills, Engineering
- Priority 2: Creating apprenticeship opportunities for disadvantaged groups. (E.g. Care leavers; NEETs; those with disabilities; long term unemployed)
- Priority 3: Enabling community and voluntary organisations to enhance their stability and sustainability to provide a range of activities. They will do this by developing key roles in their organisation in order to ensure quality, responsive, safe, local care, reducing isolation, improving mental health and wellbeing, offering social interaction and responding to local needs.

- Priority 4: Supporting capacity building in devolved services delivering on behalf of the Council.
- Priority 5: Assisting small and medium sized businesses in providing training for staff which will help them to recruit to hard-to-fill vacancies in their business, or to upskill an existing member of staff to fill a skills gap. Evidence of how this will support their business growth will be needed.
- Priority 6: Creating higher level apprenticeship opportunities

How does it work?

- In order to identify and select transfer recipients, the Council will conduct an expression of interest exercise/bid process using the application form process
- Receiving employers or organisations must be able to demonstrate how their apprenticeships will contribute to the Council's strategic aims
- Any employer or organisation receiving funds must be registered on the apprenticeship service
- A transfer can only be used to pay for training and assessment for apprenticeship standards (not for salaries) or to support any other part of the financial costs of running the organisation.
- Transferred funds can be used for the training and assessment of new apprentices and existing employees undertaking apprenticeships. We cannot transfer funds for apprenticeships that have already started where an agreement with a learning provider is already in place.

Making an application

Employers interested in making a bid for a levy transfer will need to apply via the attached application form. You will need to provide the following information:

1. Key organisation details inc. name, address, contact details
2. Details of the apprenticeship standard/s inc. title, numbers, level
3. Training Provider details inc start/end dates, cost
4. Details of which priority strategic aims the apprenticeship/s will meet
5. An indication of the longer-term plans for your apprentice/s on completion of their apprenticeship

Application Process

Further information on the application process:

1. Applications will be administered by the Council's Hertfordshire Apprenticeship Programme (HAP) team who manage the Council's Apprenticeship Programme and Levy account.
2. Applications will be scored against the assessment questions and the six priorities.
3. As levy transfers can only be made against a named apprentice, 'approval in principle' will be granted until the apprentice/s has been recruited and the learning provider identified.
4. The opportunity to bid for transfer funds will be open quarterly during the months the of;
 - Quarter 1 – May
 - Quarter 2 – August
 - Quarter 3 – November
 - Quarter 4 – February

5. Applicants will be contacted within 30 days of initial application to confirm outcome of their bid and/or be requested to provide further clarification of information.
6. In the event of successful applications;
 - a. exceeding funds availability, a selection assessment exercise will be run to decide final recipients (details provided as required).
 - b. the receiving employer must contact the Hertfordshire Apprenticeship Programme (HAP) Team within 6 months of their funding being approved with confirmation on the status of the apprenticeship. If the receiving employer has not made contact within 6 months, the funding will be withdrawn, and a second levy transfer request will need to be completed if you still require the funding.
7. For monitoring purposes, receiving employers will also need to commit to notifying the Council on the outcome of the apprenticeship programme and that they shall acknowledge receipt of the funds in any materials that refer to the apprenticeship programme and in any written or spoken public presentations about the apprenticeship programme, including an acknowledgement of the Council and the Education and Skills Funding Agency as the source of the funds

If you still have some questions, please get in touch with us at HAP@hertfordshire.gov.uk

For apprenticeship advice or support, please contact the National Apprenticeship Helpdesk by emailing nationalhelpdesk@apprenticeships.gov.uk or call 0800 015 0400 (8am to 10pm, 7 days a week).