 

Apprenticeship Levy Transfer Request Form

*This form should be used by any employer who wishes to request a transfer of apprenticeship levy funds from Hertfordshire County Council*

Before you submit a levy transfer request you should ensure that you have read [the transfer rules](https://www.gov.uk/guidance/apprenticeship-funding-rules-for-employers/apprenticeships-funded-by-transfer-of-levy-funds) [for receiving employers](https://www.gov.uk/guidance/apprenticeship-funding-rules-for-employers/apprenticeships-funded-by-transfer-of-levy-funds) and are eligible to receive a transfer.

To request a transfer, you must also be aware of the following:

* you can only use the transferred funds for apprenticeship training and assessment.
* transferred funds can only be used for apprenticeship standards.
* you’ll need to create an account on the apprenticeship service to receive the transfer.
* you’ll need to sign an agreement with the Education and Skills Funding Agency (ESFA)
* transfer payments will be made monthly from the sending employer (Hertfordshire County Council) to your apprenticeship account.
* if the apprenticeship stops then the funding will stop too
* you won’t have to pay any funds back to the sending employer (Hertfordshire County Council)
* if the employer sending you funds runs out of money, you must make the relevant employer co-investment contribution.
* a transfer can fund up to the funding band maximum of a standard, if the cost of training is more, you’ll have to pay the difference to the training provider directly.
* if a training provider transfers funds to you, they cannot deliver the training for that funded apprenticeship.
* Before accepting a transfer, receiving employers should check how much state aid they’ve already received in any 3 year period, so they don’t go over the limit they’re allowed under ‘de minimis’ funding rules – further guidance is available on gov.uk [here.](https://www.gov.uk/guidance/transferring-apprenticeship-service-funds#employers-who-want-to-receive-a-transfer)
* If your request is accepted, you must advise the Hertfordshire Apprenticeship Programme team (HAP) on the status of the apprentice’s enrolment date within 6 months of the acceptance. If you do not communicate with the HAP Team within 6 months of the accepted date, the funding will be withdrawn, and you will be required to submit another levy transfer request form.

Please note that the form contains essential information for us to be able to consider and implement a transfer - incomplete forms will unfortunately be returned but may be re-submitted when complete.

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| Employer & Apprenticeship Details | Response |
| Name of organisation requesting the transfer: |  |
| Registered address: |  |
| Name of the person in your organisation who manages your apprenticeship service account: |  |
| Contact details for the above person – please include both email and telephone: | Telephone: Email: |
| Employer apprenticeship account ID: |  |
| How many apprentices do you wish to request funding for? |  |
| Please provide the details of the specific apprenticeship standards you wish to use and  the number of apprentices you are requesting funding for in relation to each standard: | Tip - please ensure you use the correct title of the apprenticeship standard from the IfA website |
| Please provide the details of the learning provider/s who you have engaged to deliver the training and assessment for each of the  above apprenticeship standards and their UKPRN number? |  |
| Please provide the anticipated start and end  date of the apprenticeships you are requesting funding for: |  |
| Please list the cost of the apprenticeship you have agreed with the learning provider for  each type of apprenticeship you are requesting funding for or? |  |
| What is the total transfer amount you are requesting? |  |
| How will these apprenticeships benefit Hertfordshire? Please click here to see further information about the [County Council’s](https://www.hertfordshire.gov.uk/about-the-council/freedom-of-information-and-council-data/open-data-statistics-about-hertfordshire/what-our-priorities-are-and-how-were-doing/what-our-priorities-are-and-how-were-doing.aspx)  [Priorities](https://www.hertfordshire.gov.uk/about-the-council/freedom-of-information-and-council-data/open-data-statistics-about-hertfordshire/what-our-priorities-are-and-how-were-doing/what-our-priorities-are-and-how-were-doing.aspx) and [Corporate Plan](https://www.hertfordshire.gov.uk/about-the-council/freedom-of-information-and-council-data/open-data-statistics-about-hertfordshire/what-our-priorities-are-and-how-were-doing/corporate-plan-2019-25.aspx) |  |
| Please provide an indication of the long-term plan for your apprentice/s on completion of  their apprenticeship |  |

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| Employer & Apprenticeship Details | Response |
| I confirm that I have read [the transfer rules](https://www.gov.uk/guidance/apprenticeship-funding-rules-for-employers/apprenticeships-funded-by-transfer-of-levy-funds) for  receiving employers and the organisation above is eligible to receive levy transfers: | Yes/No |
| I confirm that the organisation above will abide by [the transfer rules](https://www.gov.uk/guidance/apprenticeship-funding-rules-for-employers/apprenticeships-funded-by-transfer-of-levy-funds) for receiving employers and [the general apprenticeship funding rules](https://www.gov.uk/guidance/apprenticeship-funding-rules-for-employers/apprenticeships-funded-by-transfer-of-levy-funds)  [for employers:](https://www.gov.uk/guidance/apprenticeship-funding-rules-for-employers/apprenticeships-funded-by-transfer-of-levy-funds) | Yes/No |

Once complete please return your form by email to [HAP@hertfordshire.gov.uk](mailto:HAP@hertfordshire.gov.uk)

On receipt of a fully completed form, your request will be submitted to our Senior Management Board for approval. We will advise you of the timescales of the next board when we receive your request, and we may arrange to have a further dissuasion with you before we agree to transfer any funds.

Where to find more information

Read the [Apprenticeship funding rules and guidance for employers](https://www.gov.uk/guidance/apprenticeship-funding-rules) Visit the [transfers page on GOV.UK](https://www.gov.uk/guidance/transferring-apprenticeship-service-funds)