

Purpose

This guide provides information regarding what apprenticeships are available – the standards, cost and likely duration of the course (section 1); how to create an account with the national apprenticeship service (section 2); how to find opportunities and apply for an apprenticeship using a NHS Trust’s levy funds where available (section 3) and considerations that you’d need to make when employing an apprentice (section 4).

What is the apprenticeship levy?

Non-levy employers are **small to medium-sized enterprises** who don’t pay the apprenticeship levy and have a PAYE payroll annual bill of less than £3m.

An employer who doesn’t pay the apprenticeship levy will pay **just 5% towards** the cost of apprenticeship training. The government pays the rest (95%) up to the maximum [funding band](#) cost per apprenticeship standard and this is called **co-investment**.

Please note some providers charge over the funding band for apprenticeship delivery and also for delivery of additional qualifications and this is not covered by the apprenticeship levy. In addition please be mindful, end point assessment (EPA) resit costs are not always covered within the funds and can be an additional cost to the employer.

If an employer employs **less than 50 employees** the government will pay **100%** of the apprenticeship training costs up to the maximum funding per apprenticeship standard if the apprentice is 16-18 years old or 19-24 years old with an education, health care plan (EHCP) or has been in the care of the local authority. Also within these categories employers will receive £1,000 per apprentice to help meet the extra costs associated with the apprenticeship.

1. Find an apprenticeship standard

Search [the institute for apprenticeships website](#) to see the various apprenticeship standards available. This also details the cost, duration and standard code. From here you can also locate **potential training providers** and full details of the new learning broken down into new knowledge, skills and behaviours. Once you have found a training provider you can then source their delivery plans directly and which indicates cost of delivery so you can request for levy funds via your apprenticeship service account. I would recommend locating the provider’s most recent [Ofsted report](#) to confirm the quality of their provision.

Apprenticeships & Levy Transfer

2. Create an apprenticeship service account to manage your apprenticeships

You need to [create](#) or [sign in](#) to an apprenticeship account, then you'll be able to get funding to pay for apprenticeship training and assessment costs. Useful article on how to reserve funding directly from your service account [here](#).



You'll use your account to:

- Get apprenticeship funding
 - This can be a **general request** for funds to all levy employers who have made a pledge
 - Or
 - **Direct** to a levy employer if you have agreed outside of this system and have their account ID number to transfer levy funds directly
- Find and save apprenticeships
- Find, save and manage training providers

3. Direct agreement from a levy employer

Many levy employers are pledging their levy funds to employers. Please click [here](#) to search the live pledges from levy employers to access their funds.

Or
Find a levy employer directly within your network. You will need the account ID number from the levy employer to add to the system, to access funds if agreed outside of the service account.

For example local Trusts who support sector partners:

Medway NHS Foundation Trust

- We consider transfer of funds for the full apprenticeship amount via the apprenticeship service account and take direct applications and enquiries via medwayft.apprenticeships@nhs.net
- Application requirements:
 - Charities who are based in Kent who support the health care sector
 - Charities who support Kent residents within the health care sector

East Kent Hospital University

They take applications via their [website](#), in addition to applications via the apprenticeship service account

- Application requirements:
 - Kent based employer

Employers need to reserve levy funds up to 3 months before the apprentice starts the apprenticeship

Apprenticeships & Levy Transfer



The apprenticeship levy only covers apprenticeship training costs and at least one attempt at End Point Assessment, it does not pay salary costs



For additional support please email our apprenticeship lead at Medway NHS Foundation Trust for advice medwayft.apprenticeships@nhs.net

4. Employing an Apprentice

Useful guide to [employing an apprentice](#) or upskilling a current employee who requires new knowledge, skills and behaviours. The minimum hours for an apprenticeship is 30 hours per week. In some cases part time apprenticeships with a minimal 16 hours per week may be possible. Plan durations commonly identified are based on staff working 30 hours per week, so the duration will need to be extended if your employee is working less hours. To consider:

- Finding the right apprentice and matching this to an apprenticeship standard
- Type of contract – zero-hour contract must still meet the minimum employment hours. To ensure apprentice meets the rule, a four week rolling average must be used to calculate hours. The employer must adjust, extend the duration of the apprenticeship in proportion to the hours the apprentice works. The contract must include the 20% off the job learning.
- Entry requirements for the standard including evidenced of English and Maths completion
- Apprenticeship standard linked to current job role and work exposure
- Completion of a skills scan to identify what new learning is needed
- Apprenticeship agreement and [pay scales](#)
- [20% off the job training requirement](#). Be mindful, if English and Maths functional skills are required this learning time is in addition to the 20% off the job training
- An apprenticeship training plan detailing the planned content and schedule for training. This must state what is expected and offered by the employer, the training provider and the apprentice for achievement
- Employer to support selection of a mentor to support the apprentice
- All training and development towards the apprenticeship must be completed within the apprentice paid time. This includes assignment writing, research and development of the new knowledge, skills and behaviours
- Supporting and monitoring progress and attend tripartite meetings (Typically every 12 weeks)



When selecting a training provider to deliver the apprenticeship training you can try to negotiate the cost, delivery method and request resit costs for EPA are included to prevent any additional costs.



[The Institute for Apprenticeships website](#)



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