

Apprenticeship Levy Transfer

Small employers that are 'non-levy payers' can access apprenticeship funding for apprenticeship training programmes but are required to make a 5% contribution towards the cost of the training, while the apprenticeship service pays 90%.

Levy paying employers are allowed to transfer a proportion of their unspent levy to other employers to fund agreed apprenticeships. If they transfer their levy funding 100% of the cost of the training programme is covered.

NHS Trusts in North Central London have agreed to transfer some of their levy funds to General Practices and Nursing Homes joining the TNA programme.

How to set up an account to receive funds?

Setting up a Digital Apprenticeship Account

To set up an account you will need the following:

- Accounts Officer Reference number - This is a unique 13 character code which is shown on the HMRC letter received when you first registered as an employer
- PAYE reference number – A number given to every business that registers with HMRC as an employer. It is made up of two parts; a 3 digit HMRC office number and a reference number unique to your business

<https://accounts.manage-apprenticeships.service.gov.uk/service/index>

Step 1:

Click on the above [link](#) to get started with setting up your account. When you click on the link you will be presented with a page and a button to "Create an account". Click on "create an account" and complete the fields with your details.

Step 2:

Once this has been done, you will be asked to verify your account. You will receive an email with a code which you will need to enter in the field in order to progress onto the next step.

Step 3:

You will be asked whether you want to link the account to a PAYE scheme now.

Please click on 'yes' and click next.

Step 4:

You will then be asked whether you would like to set this up through a Gateway ID or Accounts Officer Reference number. Select Accounts Office Reference number and type in your accounts office reference number followed by the PAYE reference number.

Check details are correct and select next.

Step 5:

Once this has been done you will be presented with the terms of agreement.

Please read and approve.

Step 6:

Once approved you will be taken to your main dashboard. On the home page you will find your Account ID (usually an alphanumeric code 6 characters long). This account ID will need to be emailed to Daniella.halil@communitymatters.co.uk who will forward this to the chosen NHS Trust (sending employer). Once the sending employer receives this, they will initiate a connection request to you. You will receive an email to approve the connection request. This can also be found in your "tasks" on the portal. Please ensure you approve the request.

Step 7:

At the top of the page you will see different tabs. Click on the "apprentices" tab and click on add an apprentice. You will be asked for a UKPRN, for the chosen HEI (Middlesex University) this is 10004351. You will then be asked whether you want to add an apprentice or would prefer your training provider to add an apprentice.

If you would prefer to add these details yourselves you will need:

- Details of the candidate i.e name, date of birth
 - Details of the apprenticeship standard
 - Details of the cost for the apprenticeship

If you have any queries please contact Daniella.halil@communitymatters.co.uk
Alternatively, you can select "my training provider will add the apprentice"

Step 8:

Once this has been done you will receive an email to connect with the chosen trust to receive the transfer.

Please approve this request.

Step 9:

Please do check that the cohort is set up and the transfers are approved.

The process is complete.

For further information please contact Daniella.Halil@communitymatters.co.uk