

Apprenticeship Levy Transfer – NHS Trust to GP Practice

By Health Education England – Kent, Surrey and Sussex

Background

Levy paying employers can transfer up to a maximum of 25% of the value of their annual levy fund to any other employer, or apprenticeship training agency. Transferred funds are used to pay for the training and assessment cost of apprenticeships.

Provided they do not exceed the 25% cap, employers can make transfers to as many other employers as they choose.

Transfers are managed through the apprenticeship service, with payments made monthly from the sending employer account into the receiving employer account. Any employer wishing to receive and use any transferred funds must register and set up an account with the apprenticeship service and have a signed agreement with the Education and Skills Funding Agency (ESFA).

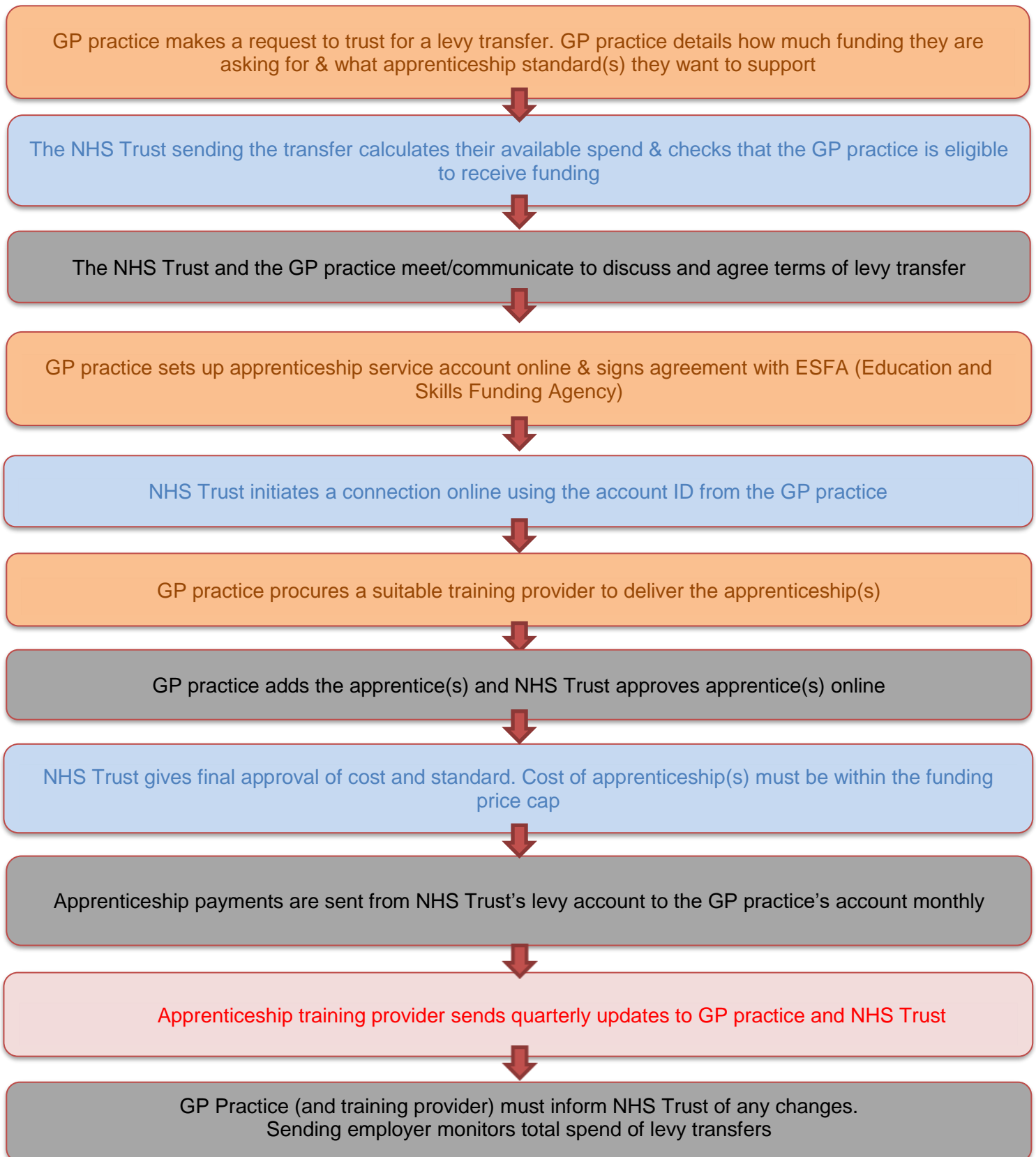
ESFA funding rules to be aware of when considering receiving a transfer

- Where an apprenticeship is funded by a transfer, the GP practice is treated as a levy-paying employer.
- To receive a transfer the GP practice must sign the [ESFA employer agreement](#) and ensure apprenticeships funded by a transfer follow the rules in this document.
- The GP practice will need to [set up an apprenticeship service account](#). You will need to enter details of the apprenticeship that the transferred funds relate to. If you are not a levy-paying employer then you can only use this account for apprentices funded through transferred funds.
- Before entering the details on your apprenticeship service account, you must:
 - agree with the NHS Trust and the training provider which apprenticeship standard your apprentice will be undertaking; and
 - confirm the price that you have negotiated with your training provider. All parties will need to approve these details through the apprenticeship service.
- The transfer amount should cover 100% of the eligible training and assessment costs, up to the funding band maximum, of the apprenticeship standard. This does not include English and maths training up to and including level 2, which is funded separately.
- The NHS Trust is committed to funding the apprenticeship until completion.
- A transfer of funds will not take place if the GP practice is eligible for full government funding, because they have fewer than 50 employees and the apprentice is: 16-18 years old.
- The NHS Trust must not impose conditions on the transfer, such as choosing the GP practice's training provider for them.
- Full funding guidance can be found in the [ESFA Funding rules 2018/19](#).

Apprenticeship Levy Transfer

- To discuss how you could embed apprenticeships within your business please contact the specific apprenticeship lead at your CCG.

Transfer journey for a GP practice



Key:

- NHS Trust
- GP practice
- Training provider
- NHS Trust and GP Practice