Croydon Council Apprenticeship Levy Fund Application form



September 2020

Please complete all sections of this form in BLOCK CAPITALS.
You are advised to keep a copy.

Employer details

|  |  |
| --- | --- |
| **Name** |  |
| **DAS Reference number** |  |
| **Job title / Position** |  |
| **Name of company** |  |
| **Sector (e.g. retail, hospitality, tech)** |  |
| **Address** |  |
| **Postcode** |  |

**Contact details**

|  |  |
| --- | --- |
| **Email address** |  |
| **Telephone number** |  |

**Apprenticeship details**

|  |  |
| --- | --- |
| **Apprenticeship Role and Standard** |  |
| **Training Provider** |  |
| **Total cost of the apprenticeship training** |  |
| **Expected start and end date of the apprenticeship (duration of the training)** |  |

Summary

From April 2019, levy-paying employers can transfer up to 25% of their annual apprenticeship levy funds to non-levy paying employers. Transferred funds can be used to pay for the training and assessment cost of an apprenticeship. The funds are transferred via the Digital Apprenticeship Service and are subject to national government funding rules. As part of the apprenticeship support offer within the 100in100 campaign and our subsequent announcement on 26 June 2020, the London Borough of Croydon is offering levy transfer to all local SMEs that create apprenticeship opportunities. You must be a Croydon business or be offering an opportunity to a Croydon resident.

Eligibility criteria (Not all will be applicable, please tick all that are appropriate)

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| --- | --- |
|  | **I confirm my company is an SME (it has less than 250 employees).** |
|  | **I confirm that I am a non-levy paying employer** |
|  | **I understand the training provider delivering the apprenticeship needs to be registered on the Education Skills Funding Agency (ESFA) Digital Apprenticeship Service.** |
|  | **I confirm the employer and training provider will adhere to the** [**government funding guidance**](https://www.gov.uk/guidance/apprenticeship-funding-rules)**.** |
|  | **I confirm the apprentice will be paid the National Living wage** |
|  | **I confirm the apprentice will be paid the London Living wage** |
|  | **I can confirm that these funds will not put our business over the state aid minimus.** |
|  | **I confirm that the nature of the business and the apprenticeship does not conflict with council policies and will not result in reputational risk to the council.** |
|  | **I confirm the apprenticeship training is either to create a new apprenticeship role or to upskill existing staff** |
|  | **I understand the transferred levy funds can only pay for a new apprenticeship standard, not an old framework** |
|  | **I confirm the apprentice is a local resident** |
|  | **I understand that all opportunities must be advertised through Croydon Works** |
|  | **I confirm that the opportunity will be ring fenced for one of our target groups (e.g. Care Leavers or NEETs)** |

Recommendations

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| **Please provide an overview of your business.** |
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| **Signature** |
|  |

|  |  |
| --- | --- |
| Date |  |

**Completed applications should be returned to** **apprenticeships@croydon.gov.uk****.**