

# Croydon Council

# Apprenticeship Levy Fund

# Guidance

## How Croydon Council's Apprenticeship Fund works

- Transferred funds can only be used for apprenticeship training and assessment and apprenticeship standards.
- Employers will need to create an account on the apprenticeship service to receive the transfer and pay for apprenticeship training. (Full support will be offered.)
- Employers will need to sign an agreement with the Education and Skills Funding Agency (ESFA) to adhere to the funding rules when the account is created.
- Transfer payments will be made monthly from Croydon Council to an employers apprenticeship account.
- If the apprenticeship stops then the funding will stop.
- A transfer can fund up to the [funding band maximum of a standard](#).
- Croydon Council will work with the provider to make clear what is included under the levy funds and what is not. If there are additional costs such as for exam retakes or professional qualifications for industry bodies, these should be outlined before you make a commitment to start the apprentice.
- It is not permitted for a transferring organisation to specify who the receiving organisation uses to deliver their apprenticeship training. However, the council must be told who the training provider is and the details of the agreed apprenticeship before a transfer can be approved.
- You should be aware of the [funding rules](#) around transferring apprenticeship funds.
- 5% of all the funds you receive as a transfer from another employer count as [state aid](#).

If you have read through the rules and are happy to proceed then you should simply follow the steps below. Please get in touch with Croydon Council if you get stuck at any point.

## **Croydon Council's Apprenticeship Fund – Instructions**

### **Step 1: Agree the details of the transfer**

Contact the Employment Pathways Team at the Council via [Katie.compton@croydon.gov.uk](mailto:Katie.compton@croydon.gov.uk) or your Training Provider for help with completing the application form.

Katie or the Training Provider apprenticeship lead will support you to agree the details of the application including which apprenticeship standard to use; how many apprentices; how much the training will cost and planned start and finish dates etc.

### **Step 2: Check your state aid allowance**

So that you do not go over the allowed limit of €200,000 for state aid in any 3 year period, you should check:

- How much state aid you've already received
- If you're part of a connected organisation, how much combined total state aid you have received.
- Of the funds you receive from Croydon 5% will count towards your state aid limit. You must check these funds received from Croydon will not put you above your state aid limit.

### **Step 3: Approval process**

Your application should take no longer than 2 weeks to approve and you will be notified with a confirmation letter by email.

### **Step 4: Register on the apprenticeship service**

The next step is to register on the apprenticeship service to create a digital account. This allows Croydon Council to transfer funds from our own digital account. Gov.UK has instructions on how to register <https://www.gov.uk/guidance/manage-apprenticeship-funds>. This part of the process requires your Government Gateway ID and PAYE account so please have these ready in order to complete this step. Whoever manages your payroll should be able to provide you with this information.

### **Step 5: Connect with Croydon Council via the digital account.**

We will need the reference number of your account to enable this part of the process to be completed.

### **Step 6: You must add the apprentice's details to the digital account.**

Again your Training Provider or the Employment Pathways Team at the Council can help you with this part of the process. Once this part is complete, Croydon Council will confirm the transfer of funds to your digital account.

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