

North Lincolnshire Council Apprenticeship Levy Transfer Scheme Guidance Notes

Who can receive transferred levy funds from North Lincolnshire Council?

- Both levy and non-levy payers can receive funds for new or existing employees to undertake an apprenticeship training standard.
- Bids from SMEs and non-levy paying businesses will be prioritised over larger, levy paying employees.
- New or existing employees of any age can now be supported with transferred funds following recent Apprenticeship Levy eligibility changes.

Employers must:

- Be registered on the Apprenticeship Service portal (North Lincolnshire Council can support you with this)
- Sign the ESFA employer agreement and ensure apprenticeships funded by a transfer follow the rules in this document. This will be set up when you register on the apprenticeship service. If you already have an apprenticeship service account, you may use this to receive a transfer.
- Only use the funds for training and assessment for apprenticeship standards
- Only use the funds for training and assessment of either new apprentices or existing employees undertaking new apprenticeships (except in certain circumstances where the apprentice is moving from another employer).
- North Lincolnshire Council will not to transfer funds for apprenticeship training that has already started.
- Funding is available up to the funding band maximum of the relevant apprenticeship standard.
- Meet the criteria set out by North Lincolnshire Council, this includes, but is not limited to passing comprehensive due diligence checks as part of our State Aid regulations.

North Lincolnshire Council will not:

- Have any involvement in the recruitment or training of the employee.
- Have any involvement in the procurement of the training course provider.

How can I apply for an Apprenticeship Levy transfer from North Lincolnshire Council?

- All employers interested in receiving a transfer must fill in the council's online expression of interest form.
- In the event of successful applications exceeding funds available, a selection assessment exercise will be run to confirm successful bids.

Bids will be prioritised using the following criteria:

- Priority 1: Addressing local skills shortages
- Priority 2: Enabling growth in one or more of the following priority sectors: Construction; Food; Manufacturing; Energy; Chemicals; Ports and logistics: Steel
- Priority 3: Creating Higher Level Apprenticeships (Level 3+)
- Priority 4: Creating apprenticeship opportunities for disadvantaged groups living in North Lincolnshire including NEETS, those with disabilities, long-term unemployed

For North Lincolnshire Council to complete due diligence checks you must provide the following:

- Last two years audited accounts (these accounts must include the Profit and Loss, Balance Sheet and associated Balance Sheet Notes)
- Provide a copy of your Bank Statement to ensure you have the appropriate Business Banking Account in place. (Note – as a business in receipt of funding via North Lincolnshire Council you will need a business bank account, a personal account may not be used for business purposes)
- Evidence of your latest payroll to confirm business size

North Lincolnshire Council, as part of the due diligence process may request, upon demand, further information should they require it. If your business has not been trading more than two full financial years you will need to provide a business plan including cash-flow projections as part of the due diligence process.

Prior to funding transfer North Lincolnshire Council and the receiving employer will need to agree:

- The amount of funds to be transferred
- The number of apprentices that can be supported
- Which apprenticeship programme the apprentice will be enrolling onto
- The duration of the apprenticeship programme.

Receiving employers must also commit to notifying North Lincolnshire Council on the outcome of the apprenticeship.

Contact Details

For further information, please contact the Economic Growth Team on 01724 297330, businessinfo@northlincs.gov.uk or visit investinnorthlincolshire.com