

Gateshead Council Apprenticeship Levy Transfer Scheme 2021 – 2022



Gateshead Council Apprenticeship Levy

Transfer Scheme:

Guidance for Employers

Gateshead Council's Vision

Our ambition for Gateshead is to 'make it a place where everyone thrives' which includes making it a great place to live, work and visit. We want our communities to flourish, prosper and succeed. Creating a strong and prosperous Gateshead that is resilient and resourceful, can only be achieved if organisations have highly trained, ambitious and flexible workforces and we can continue to attract and retain the very highest talent to live and work in our area.

Helping to grow apprenticeships and routes into apprenticeships is an important part of our wider economic development strategy, which also aims to raise skill levels and aspirations.

The Council is passionate about apprenticeships and using our levy has enabled us to invest in high quality training to develop our skilled workforce, address skills gaps and recruit apprentices in order to continue to thrive and succeed in the future and the Council wants to be able to help other organisations do the same.

How the Apprenticeship levy works

The Apprenticeship Levy was introduced by the Government in 2017 to help create a skilled UK workforce and put employers at the centre of the training system.

Large employers with an annual pay bill of £3million or more pay the levy which can be used to pay the training and assessment costs of apprenticeships. For smaller organisations below this threshold, the government pays 95% of the costs of training and assessing the apprentice, with the employer making up the remaining five percent.

The apprenticeship levy is giving employers like the Council a real opportunity to invest in high-quality training, helping to grow our organisation and get the skilled workforce the Council needs to thrive and succeed. Now we can work in partnership with other employers, supporting them to take on new apprentices and to support and develop existing employees.

As a large levy-paying employer the Council can transfer up to 25% of its apprenticeship levy funds to other employers, to fund the training and assessment costs of a new apprenticeship start, for either an existing employee or a new recruit, helping to boost the number of high-quality apprenticeships across Gateshead.

Gateshead Council has made a commitment to do this.

The Gateshead Apprenticeship Levy Fund Scheme

The Council's vision is to ensure that levy monies are used to enable local businesses and residents to develop much needed skills which will support our local economy and enable it to grow.

The Council has developed the Gateshead Apprenticeship Levy Fund Scheme so that money can be transferred from the Council's apprenticeship levy fund to local employers to increase the uptake of apprenticeships. Employers can use the transferred levy funds to fund the cost of apprenticeship training and assessment.

The Council is seeking applications from employers in the borough in need of apprenticeship levy funding to develop their own workforce.

Levy Transfer Funding Rules

The Education and Skills Funding Agency (ESFA) has published a set of guidelines around the transfer of levy funds. Please refer to the ESFA general guidance on [apprenticeship levy transfers](#).

Who can receive transferred funds?

- The Scheme is open to all employers whose business is either located in Gateshead or is doing a significant amount of business in the borough.
- Employers must either be non-levy payers or have fully committed their own levy funds in order to apply for additional funds from the Council under the Scheme.
- Employers who are eligible for full government funding cannot apply for a transfer under the Scheme. Full government funding is available for employers with fewer than 50 employees who are able to train an apprentice who is aged 16-18, or is aged 19-24 and has previously been in care or have a Local Authority Education, Health and Care plan*

* If you are entitled to full government funding and would like to explore apprenticeships in the areas detailed below, please go to <https://mylearningskills.co.uk/apprenticeships-and-workforce-development-courses/> or get in touch with our Learning Skills team on 0191 433 8646 or contact learningskills@gateshead.gov.uk

L3 Business Administrator L3 Team Leader/Supervisor L3 Teaching Assistant L2 Community Activator L3 Community Sport and Health Officer L2 Customer Service Practitioner L3 Customer Service Specialist L4 Sales Executive L4 Public Relations and Communications Assistant	L3 Digital Marketer L3 Digital Support Technician L2 Early Years Practitioner L3 Early Years Educator L3 Events Assistant L3 IT Technical Salesperson L3 Learner Mentor L5 Operational/Departmental Manager L3 Personal Trainer
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Making an application

What you need to know:

- You will need to be able to pay for the salaries of apprentices. The transfer of funds can only be used for the apprenticeship training and assessment costs. Check [HERE](#) for apprenticeship minimum wage information.

- Funds can only be used for new apprenticeship starts (except where the apprentice is changing employer and an agreement to continue their apprenticeship with their new employer is through a transfer of levy funds).
- Funds can only be used to pay for approved apprenticeship standards. View the [current apprenticeship standards](#).
- You will need to have identified your preferred training provider. If not, Gateshead Council can help you find one through our Gateshead Works service. You are not eligible to use Gateshead Learning Skills for this scheme.
- You will need to employ the apprentice for a minimum of 30 hours per week, although in some cases the apprenticeship can accommodate part time workers.
- Funds can only be used for future apprenticeships. The request cannot be backdated to training that has already commenced.
- You will need to create an account with the [Apprenticeship Service](#) to receive the transfer and pay for apprenticeship training.
- You will need to sign an agreement with the Education and Skills Funding Agency.
- You will need to confirm that you have not exceeded the aid limit allowed under the UK subsidy control regime (approximately £350,000 in the past three fiscal years).

The Application Form

Employers interested in making an application for funds from the Gateshead Apprenticeship Levy Fund will need to apply using the application form which can be accessed [here](#). You will need to provide the following information:

1. Title and Level of apprenticeship standard(s);
2. Number of apprentices (limit of 5);
3. Details of which of the Council's [strategic priorities](#) the apprenticeship(s) will meet;
4. Confirmation that an apprenticeship agreement with a learning provider is not already in place for the apprenticeship;
5. Whether there is potential for further employment upon completion of the apprenticeship(s);
6. Commitment to notify the Council the outcome of the apprenticeship(s).

Completed application forms should be returned to business@gateshead.gov.uk no later than [30th June 2021].

Assessment Process

The scheme will be open for applications until [30th June 2021]. All applications received by that date will be assessed to see if they meet the criteria set out above and those that do will be notified and funds allocated. The Scheme will then be re-opened for further applications. The funds will be awarded monthly until the full amount of funds have been allocated; once this amount has been reached the Scheme will be closed.

If, in any one month, the Scheme is oversubscribed such that the amount applied for exceeds the amount remaining in the Scheme then the applications received in that month will be assessed by a review panel made up of Council officers, and applications will be ranked according to which best meet the following priorities (with Priority 1 given more weighting than Priority 2 and so on):

- **Priority 1:** Creating apprenticeship opportunities which are accessible for disadvantaged groups, e.g. Care leavers; those not in education, employment or training (NEETs); those with disabilities; long term unemployed.
- **Priority 2:** Creating new jobs and investing in jobs growth, including higher level apprenticeship opportunities in the Gateshead area.
- **Priority 3:** Addressing skill shortages in Gateshead.
- **Priority 4:** Upskilling existing staff to fill a skills gap.

Employers will be contacted by email with the outcome of their application within 1 week of the review panel meeting.

Levy transfers can only be made against a named apprentice, therefore, 'approval in principle' will be granted until the apprentice(s) has been recruited and the learning provider confirmed.

For monitoring purposes, receiving employers will also need to commit to notifying the Council of the outcome of the apprenticeship.

Those businesses whose applications are successful will be encouraged to support the Council's work to raise positive awareness of the levy transfer scheme and of wider skills development across Gateshead.

Government financial support for apprenticeships

In addition to the Council's levy transfer funding, to support organisations on the road to recovery from coronavirus the Government has introduced incentive payments for hiring a new apprentice.

For new apprentices who joined the organisation 1 April 2021 to 30 September 2021, employers will receive £3,000 for new employees of any age. You can apply for incentive payments for these apprentices from 1 June 2021.

The money can be spent on anything to support the organisation's costs e.g. on uniforms, apprentice's travel or their salary. This is in addition to the £1,000 payment already given to help employers meet the needs of some groups of apprentices in the workplace.

To find out more and to apply visit <https://engage.apprenticeships.gov.uk/incentives.html>