



TRUST IN LEARNING (ACADEMIES) PROCEDURE FOR ACCESSING APRENTICESHIP FUNDING



Introduction

For the purposes of administering the collected apprenticeship levy, TiLA has agreed to pool all levy contributions which will be administered from the central HR/Finance team.

Collection of Levy

Levy contributions are collected via the payroll HMRC contributions and linked to a member of staff's permanent residence. This means that the levy is taken only for staff resident in England. Staff that are resident in Wales do not fall into the levy calculations. The levy is taken from each payroll on a monthly basis and deposited in a central account held by the HMRC. Access to this funding is currently authorised to the following posts;

- Director of Finance and Operations
- Director of HR and Communications
- Company Secretary

Access to Funding

Each school is responsible for determining which posts/roles are suitable for apprenticeship. Once a post/role is identified and a commitment made to appoint/develop an apprentice the school should inform the HR Director of the intention and, if known, which provider will be supporting the apprenticeship. This should be done using form APP1 attached.

A search of registered providers can be undertaken using the link <https://findapprenticeshiptraining.sfa.bis.gov.uk/>

The centre will assess the funding levels available in the central levy fund and confirm within 48 hours that the funding is available from the levy fund.

Insufficient Funds Available

Where it is clear that insufficient funds will be available at the PROPOSED COMMENCEMENT DATE, the HR Director will indicate at what date the funds will become available. It will be for the school to decide if it wishes to commence the apprenticeship by funding the whole programme from school funds or wishes to operate a co-funding approach.

Co-Funded Apprenticeships

This approach allows for the school to supplement the funding available where there are some funds but insufficient due to cash flow or over subscription. The details of this will be discussed on a case by case basis and need to be raised following receipt of confirmation of fund availability.

Contract

All contracts with any provider must state that the organisation is Trust in Learning (Academies). If the contract states the school, payment will not be able to be made.

A UK Provider Reference Number (UKPRN) is a unique, 8-digit number that identifies a training provider. Your training provider can tell you their UKPRN.

Prior to Commencement of Apprenticeship

The school will need to provide the HR Director with the following information using APP2

- the names of your apprentices
- the training provider's UK Provider Reference Number (UKPRN) - your training provider can tell you this
- The rate of pay that you intend to recruit on (if recruiting)
- The payment arrangements

Age	From 1 April 2017 (current) Rate per hour	From 1 October 2016 Rate per hour
25 and over (National Living Wage)	£7.50	£7.20
21 and over	£7.05	£6.95
18 to 20	£5.60	£5.55
Under 18	£4.05	£4.00
Apprentice (all apprentices under age 19 AND any apprentice, regardless of age, in first year of apprenticeship)	£3.50	£3.40

APPRENTICESHIP LEVY ACCESS REQUEST

(INFORMATION REQUESTED IN RED IS MANDATORY)

SCHOOL:

APPRENTICESHIP POST TITLE:

APPRENTICESHIP LEVEL: (Please indicate which level qualification the apprentice will be studying)

- INTERMEDIATE
- ADVANCED
- HIGHER
- DEGREE

PROPOSED COMMENCEMENT DATE OF APPRENTICESHIP:

LENGTH OF COURSE:

PLANNED FINISH DATE:

PROPOSED PAY RATE OF APPRENTICE

- CURRENT MEMBER OF STAFF
- £7.50 per hour 25 and over (National Living Wage)
- £7.05 per hour 21 and over
- £5.60 per hour 18 to 20
- £4.05 per hour Under 18
- £3.50 per hour (all apprentices under age 19 AND any apprentice, regardless of age, in first year of apprenticeship)
- NOT KNOWN AT THIS TIME

COST OF FULL COURSE:

FULL TITLE OF COURSE:

NAME OF PROVIDER (IF KNOWN):

PROVIDER UKPRN (eight digit identification number):

FREQUENCY AND VALUE OF PAYMENT TO PROVIDER

FREQUENCY

VALUE (£)

- WEEKLY
- MONTHLY
- QUARTELY
- ANNUALLY
- END OF COURSE
- INSTALLEMENT/ OTHER (please add details)

SIGNATURE:

DATE:

(HEADTEACHER/ BUSINESS MANAGER)

APPRENTICESHIP LEVY ACCESS CONFIRMATION DETAILS

SCHOOL:

APPRENTICESHIP POST TITLE:

NAME OF APPRENTICE:

DATE OF BIRTH:

DURATION OF COURSE:

AGREED RATE OF PAY OF APPRENTICE

- CURRENT MEMBER OF STAFF
- £7.50 per hour 25 and over (National Living Wage)
- £7.05 per hour 21 and over
- £5.60 per hour 18 to 20
- £4.05 per hour Under 18
- £3.50 per hour (all apprentices under age 19 AND any apprentice, regardless of age, in first year of apprenticeship)
- OTHER (PLEASE GIVE DETAILS)

COST OF FULL COURSE:

FULL TITLE OF COURSE:

NAME OF PROVIDER:

PROVIDER UKPRN (eight digit identification number):

FREQUENCY AND VALUE OF PAYMENT TO PROVIDER:

FREQUENCY

VALUE (£)

- WEEKLY
- MONTHLY
- QUARTELY
- ANNUALLY
- END OF COURSE
- INSTALLEMENT/ OTHER (please add details)

DATE FIRST PAYMENT DUE:

SIGNATURE:

DATE:

HEADTEACHER/ BUSINESS MANAGER
