**Levy Transfer Checklist**

**Apprenticeship** **Primary and Care Social**

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| ***Checkmark*** | **Checklist Criteria** |
|  | Have you discussed and agreed within your organisation how you will employ and support your apprentice/s? |
|  | Have you booked a place on the HEE Apprenticeship information webinar?  To book a place please use this [link](https://forms.office.com/Pages/ResponsePage.aspx?id=K5Gn_5ewMUGcD9DoB1Wyq8XvZqI1auVFoYsadk171uZURE1SS1NLTzlVOEJMMklCVVVQRUpWUE1DUi4u) These sessions will be delivered via Microsoft Teams. Please save the date and time in your diaries; a link to the session will be emailed to you the day before the session is due to take place |
|  | Have you identified your university provider? and do you understand the course content and the release time? |
|  | Can you commit as an organisation to enable sufficient time for the apprentice to complete their training? |
|  | Does the candidate meet the entry criteria for the apprenticeship and the university programme?  **If you are unsure whether your candidate meets the entry requirements it is recommended to liaise with your chosen university to confirm.** |
|  | Is your candidate able to evidence they have achieved level 2 English and Maths (GCSE Grade C or equivalent)? They must be able to provide certificates. If you require evidence of achievement of oversees qualifications, please contact: [LevyTransfer.NW@hee.nhs.uk](mailto:LevyTransfer.NW@hee.nhs.uk) |

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| ***Checkmark*** | **Checklist Transfer Process** |
|  | Have you completed an EOI sent it back to: [LevyTransfer.NW@hee.nhs.uk](mailto:LevyTransfer.NW@hee.nhs.uk) |
|  | Have you set up a digital apprenticeship account and understand how to access apprenticeship funding to cover the training element of the apprenticeship by a Levy transfer?  Here is the link to set up your DAS account to add your apprentice. [Link](https://accounts.manage-apprenticeships.service.gov.uk/service/index)  To assist you with the set up please use the link below from the ESFA Gov on YouTube video on this [Link](https://www.youtube.com/watch?v=pxQ5CRSjeUs&list=PLMNvQX_aIOux3SdHgg3Iw8D8dPrVHbMY7&index=14) |
|  | Have you sent us the 6-digit account ID that appears at the top left of your home screen along with the registered name of your organisation as it appears in your account? sent it back to the Levy inbox above |
|  | Have you accepted the connection from the gifting organisation and added your apprentice? To assist you with accepting the connection from the gifting organisation use the link below from the ESFA Gov on YouTube video on this [Link](https://www.youtube.com/watch?v=pxQ5CRSjeUs&list=PLMNvQX_aIOux3SdHgg3Iw8D8dPrVHbMY7&index=14) (go to 2min 26sec in the video) |