**Apprenticeship Levy referral process Via Training Hub** A blue and white logo

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**Transfer in Progress**

The NHSE NW Levy transfer service will guide both the SME and gifting organisation through each stage of the transfer process

Act as the intermediary between HEI, SME and Gifting organisation

Tracking will be carried out to check funding and the apprentice is still on programme

Monitor attrition

**Matchmaking**

NHSE will Identify locality of the SME and approach gifting organisation to source a Levy Transfer that will cover 100% of the training costs.

If a Levy transfer is not available, we will support the SME to reserve funds in the DAS Funding Reservations – This will cover 95% of the training costs with the SME needing to pay the remaining 5% to the provider

**Apprenticeship Digital Account**

Once the completed EOI form is received an Apprenticeship Digital Account (DAS) will need to be set up. A DAS enables access to the Apprenticeship Levy. NHSE NW Levy Transfer Service will assist the practice to set up a DAS account

**Apprenticeship Levy referral**

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SME Referral Via Training hub toThe NHSE NW Levy transfer service [england.levytransfer.nw@nhs.net](mailto:england.levytransfer.nw@nhs.net) NHSE NW to acknowledge referral.

**Levy transfers are not guaranteed. To ensure funding is in place please allow up to 8 weeks before the TNA commences on the programme.**

NHSE NW Levy transfer service will then send a levy transfer pack to the employer with an EOI form and a link to book onto the mandatory apprenticeship webinar or book via this link

[Apprenticeships Information Webinars](https://forms.office.com/Pages/ResponsePage.aspx?id=K5Gn_5ewMUGcD9DoB1Wyq8XvZqI1auVFoYsadk171uZURE1SS1NLTzlVOEJMMklCVVVQRUpWUE1DUi4u)

Training hub to inform NHSE NW Levy transfer service of any breaks in learning, withdrawals or changes of employers. NHSE to inform gifting organisation

If no response received from SME a reminder email will be sent out at week 2 and 3 hmrccg.tnaenquiries@nhs.net will copied into the emails.

If still no response from 3rd attempt NHSE NW Levy service will refer SME back to Training hub

**Finding an Apprentice**

Emma identifies Dawn who is a Healthcare Assistant in the Practice, who wants to progress in her career with the practice.

**Entry Criteria**

Emma checks that Dawn meets all the entry requirements for the apprenticeship by using the HEE checklist.