

Bite Size Apprenticeships bulletin for the South East: For easy to understand information about apprenticeships and how they can support Public Health. **Topic 4: What is the apprenticeship levy?**

What is the apprenticeship levy?

- **All apprenticeships are funded via the Apprenticeship Levy.**
- **The levy can only be used to fund course costs or academic fees - it cannot be used to fund salaries or any other on costs related to the apprenticeship.**
- The apprenticeship levy is raised by all employers with an annual pay bill of more than £3 million, at a rate of 0.5% of their total pay bill.
- Levy paying employers are also allocated funding from the apprenticeship levy on a monthly basis, to be used within 24 months.

Gifting, or transferring unused levy to other organisations

- **Non-levy paying organisations can still access the apprenticeship levy by choosing to access a levy transfer from a levy paying organisation or by reserving funds from the ESFA.**
- A levy transfer will cover 100% of the course fees.
- Reserving funds from the ESFA will cover 95% of the course fees and you will be expected to fund the remaining 5%.

Accessing the levy

- **Whether you are a levy paying employer or receive a levy transfer or reservation, funds will come into your Digital Apprenticeship Service (DAS) account on a monthly basis, rather than a lump sum, and will be paid to the education/training provider on a monthly basis for the duration of the course.**
- To set up your DAS:
 - Levy paying organisations: contact your HR or Learning & Development team – it's likely to have already been set up
 - Non levy paying organisations can follow instructions at gov.uk - [How to register and use the apprenticeship service as an employer](#) and EFSA's YouTube [video on registering an account on the apprenticeship service](#)
- Payments can also be paused if your apprentice takes a break in learning e.g. going on maternity leave or stopped early if the apprentice does not complete the course.