

Procedure for applying for and approval of Apprenticeship funding under the Education and Skills Funding Agency (ESFA) rules regarding the 10% transfer of levy funds

Rationale

Under the ESFA rules for apprenticeships, levy paying employers or Apprenticeship Training Agencies (ATA) can now transfer up to 10% of their levy funds (as advised at the end of each tax year by the ESFA) available to other employers in order to support the uptake of apprenticeships including their existing employees.

The council wishes to support Portsmouth employers or ATA's providing apprentices to Portsmouth employers in order to support workforce development in the city.

This paper details the procedure employers / ATA's and the council need to follow in order to make the transfer of funds within the funding rules as laid out by the ESFA. This procedure should be read and followed in conjunction with the ESFA Apprenticeship funding: rules and guidance for employers August 2018 to July 2019 (referred to as 'ESFA funding rules' hereafter in this document) https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/733034/1819_Employer_Rules_v1.0.pdf .

Procedure

1. Eligible employers or an ATA wishing to apply to the council for apprenticeship funding should do so by e-mailing the council's apprenticeships officer (apprenticeships@portsmouthcc.gov.uk) using the attached application form (appendix A) and providing the following information;
 - a. The name of the organisation, its address, telephone number, e-mail address, contact name and number of employees
 - b. The name and level of the apprenticeship standard for which funding is being sought
 - c. Details of any training provider and end point assessment organisation the employer / ATA has approached and or agreed will be undertaking the training and assessment (including any price that has been agreed - not exceeding the relevant funding band)
 - d. The number of apprentices they are wishing to support including their ages where this is known (this is needed to ensure the council meets the funding requirements in terms of eligibility and can include existing staff the employer wishes to develop through an apprenticeship) and where possible detailing if they are a resident of Portsmouth.
 - e. Details of any other levy paying employer they have approached for funding or other apprenticeship funding that has been approved and / or transferred

- f. Confirmation the employer has read the 'ESFA Apprenticeship funding: rules and guidance for employers August 2018 to July 2019' particularly section E177 to E211
2. On receipt of this information the apprenticeships officer will check the request fulfils the ESFA requirements for the transfer of funds to another employer.
3. The application will be considered in terms of the following;
 - a. The amount being requested
 - b. The amount of funding the council has available to transfer
 - c. The scoring criteria as detailed in appendix B
4. Where an employer or ATA has not identified a training provider and end point assessment provider the apprenticeships officer will provide a list of approved apprenticeship providers for information and to aid their selection of a provider. The council will not make any recommendations or require the use of a particular provider in accordance with the ESFA funding rules.
5. A decision will be notified to the employer and, in the case of the funding being approved; the apprenticeships officer will work with the employer / ATA to ensure the procedures for the transfer of funds and the rules surrounding them are fulfilled as detailed in the ESFA funding rules.
6. Where funding is not approved the employer will be notified of the reasons behind the decision e.g. where the employer and apprentice is eligible for full government funding because they have fewer than 50 employees and the apprentice is 16-18 years old or an eligible 19 to 24 year old.
7. Where a funding decision is challenged the council's Learning and Development Business Partner and Director of HR will review the decision and advise the employer of their findings.
8. The application window will be open each year from 1st March to 31st March to coincide with the notification from the ESFA in April each year of the council's 10% transfer allowance. All applications will be processed after the closing date and allocations will be announced as soon as possible after the notification of the council's available funds.
9. The transfer of funds will be dependent on the existing and future levy commitments of the council for its own employees and any previous transfer of funds which will result in the availability and amount of transfer funds varying year on year. The transfer of funds will be managed through the council's digital account in accordance with the ESFA rules but a separate record of the funds allocated and the receiving employers will be maintained for reporting and audit purposes. The receiving employer must agree to and comply with, the ESFA funding rules.
10. In making a transfer of funds to an employer or ATA the city council is not undertaking to manage or support the apprentice / apprenticeship and will only provide the transfer in accordance with the ESFA funding rules.

Application for the transfer of Apprenticeship Levy funds from Portsmouth City Council	
Name and address of organisation	
Telephone No.	
Contact name	
Contact E-mail address	
Number of Employees	
Name and level of Apprenticeship standard for which funding is being sought (if more than one standard and / or level please complete a separate form for each one)	
Please provide details of the training provider and end point assessment provider you would like to deliver this apprenticeship	
Please provide details of the prices you have agreed for the apprenticeship training and end point assessment with this provider.	

Have you approached another levy paying employer for transfer of funds?		
No	Yes	If yes please provide details below including any allocation of funds
For how many apprenticeships at this standard and level are you requesting funding?		
Please detail the age(s) of the staff (where this is known) you wish to undertake for this apprenticeship		
How many of the staff, for whom you are applying for funding, are Portsmouth residents (if known)		
I confirm that in making this application I have read the ESFA Apprenticeship funding: rules and guidance for employers August 2018 to July 2019 and that this application is eligible and conforms to those rules.		
Signed:		
Date:		

Criteria for the allocation of Portsmouth City Council levy funds to employers

The apprenticeships officer will use a scoring criteria to evaluate bids from employers for the transfer of levy funds from Portsmouth City Council. The criteria has been designed to increase the access to apprenticeships for Portsmouth Residents and Employers as follows:

Criteria	Response	Points allocation
Is the employer Portsmouth based?	Yes	5
Has the employer received a transfer of levy funds from anyone else?	No	5
How many apprenticeships are being requested for this level and standard?	1	5
	2	3
	3	2
	4+	1
Has the employer made multiple bids for different apprenticeship standards and levels?	Yes	2
	No	5
Is the apprenticeship funding being sought for a Portsmouth resident?	Yes	5
Will this application support the 'STEM' agenda?*	Yes	5
Will this application support staff working in social care services?	Yes	5

* STEM = Science, Technology, Mathematics and Engineering