

APPRENTICESHIP FUNDING

APPRENTICE ELIGIBILITY CRITERIA

TO BE FUNDED ON AN APPRENTICESHIP, YOU MUST:

- Spend at least 50% of your working hours in England over the duration of the apprenticeship programme
- Not already have significant skills and knowledge (through previous qualifications and/or work experience) related to this subject
- Have a contract of employment that is at least the length of the planned duration of the programme
- Be in a job role that supports the teaching of the knowledge, skills and behaviours set out within the apprenticeship standard
- Have an eligible residency status, meaning you will need to be one of the following:
 - a **UK or Irish national** who has been ordinarily resident in the UK (or EEA) for the previous 3 years prior to the start of the apprenticeship
 - an **EEA national** with either pre-settled or settled status under the EU settlement scheme, and have been ordinarily resident in the UK (or EEA) for the previous 3 years prior to the start of the apprenticeship
 - a **non-UK national** who has permission from the UK government to live in the UK (not for educational purposes), and have been ordinarily resident in the UK for at least the previous three years before the start of the apprenticeship
 - an individual with a certain type of immigration status exempting you from the three-year residency rule

APPRENTICESHIP SERVICE ACCOUNT

As an employer taking on an apprentice, you will need to access your **apprenticeship service account**, which you can log into from [here](#).

If you don't have an account yet, you can create one [here](#). There's also this [online guidance](#) which explains more about the account.

Before setting up an account you'll need:

- an email address you have access to
- the Government Gateway login for your organisation (or you can use the accounts office reference number and employer PAYE scheme reference number if your annual pay bill is less than £3 million)
- authority to add PAYE schemes to the account
- authority to accept the employer agreement on behalf of your organisation

PAYING FOR APPRENTICESHIP TRAINING

LEVY PAYING EMPLOYER:

As an employer with a pay bill of more than £3 million, you're required to pay the apprenticeship levy. You can manage funds using the apprenticeship service and spend it on training and assessing your apprentices.

The government will apply a 10% top up to the funds you have in your account.

If you don't have enough funds, you just pay 5% of the outstanding balance and the government will pay the rest. This is up to the funding band maximum allocated to each specific apprenticeship.

For apprentices that started before 1 April 2019, you need to contribute 10%.

NON-LEVY PAYING EMPLOYER:

As an employer that doesn't pay the apprenticeship levy, you pay just 5% towards the cost of training and assessing an apprentice. The government will pay the rest up to the funding band maximum.

If you employ fewer than 50 employees, the government will pay 100% of the apprenticeship training costs up to the funding band maximum for apprentices aged:

- 16 to 18
- 19 to 24 with an education, health and care plan provided by their local authority or has been in the care of their local authority

If your apprentice started before 1 April 2019, you pay 10% towards the cost of training and assessing your apprentice and the government pays the rest. This rate continues until your apprentice completes their training.

Alternatively, you can apply to receive a transfer of funds to cover 100% of your apprenticeship training and assessment costs from a large levy-paying businesses who pay the apprenticeship levy however have chosen to their unspent levy funds to a business of their choice. You can view all live pledges and apply for a levy transfer [here](#). Further guidance can be found [here](#) regarding how to apply.

SETTING UP THE APPRENTICESHIP FUNDING

LEVY-PAYING EMPLOYER:

Once logged into your account, you'll need to add the apprentice(s) from the **Apprentices** page, or alternatively you can go to the **Your training providers**

page and add us, giving us permissions to add the apprentice(s) on your behalf (pending your final approval)

To connect to us as the training provider (Bauer Radio) you'll need our **UKPRN – 10002230**. Adding the apprentice record is best done nearer to the apprenticeship start date, when all the details are finalised.

NON-LEVY PAYING EMPLOYER:

Once logged into your account, you'll need to **reserve** the apprenticeship funding in the **Finance** section. To connect to us as the training provider (Bauer Radio) you'll need our **UKPRN – 10002230**. This reservation must be done at least a month in advance of the apprenticeship starting.

FURTHER SUPPORT

If you need further support there's a number of articles online you can access [here](#). You can also get in touch with us at operations@baueracademy.co.uk

Here are also some links to various video walkthroughs on YouTube:

- [What is the apprenticeship service](#)
- [Registering an account on the apprenticeship service](#)
- [Adding an apprentice to an account](#)
- [Reserving apprenticeship funds \(non-levy payers only\)](#)
- [Apprenticeship Service Webinar Recordings \(Playlist\)](#)

INCENTIVE PAYMENTS

Employers and training providers could get £1,000 each for taking on an apprentice who is either:

- Aged 16 to 18 years old, or
- Aged 19 to 25 years old and has an education, health and care (EHC) plan or has been in the care of their local authority

HOW TO APPLY:

You can apply for the incentive payment through the 'Finances' section in your [apprenticeship service account](#), under 'Your hire a new apprentice payments

REMINDER: STEPS TO TAKE BEFORE YOU APPLY

There are 6 steps you need to have completed before you apply for an incentive payment for hiring a new apprentice:

1. You need to have registered an account on the apprenticeship service
2. If you do not pay the apprenticeship levy, you need to have reserved funds in your apprenticeship service account
3. You need to have recruited an apprentice
4. You need to have added your apprentice to your apprenticeship service account
5. You need to have agreed a start date for apprenticeship training to begin with your training provider
6. You need to have accepted the latest version of the ESFA employer agreement

If you require support with any of these steps, there are [how-to videos](#) and also a [help portal](#) where you can access help articles, webchat with an adviser, call or text the helpline, or email the helpdesk.