Royal Cornwall Hospitals
NHS Trust

Guidance on Applying for Apprenticeship Levy Funding

The Royal Cornwall Hospitals NHS Trust, as a large levy paying employer with many successful apprenticeships on offer, can transfer up to **50%** of our apprenticeship levy funds to other employers. RCHT aim is to help further boost the number of high-quality apprenticeships available locally.

Before applying for levy funds and completing the application form, please make sure you have read guidance below.

Transferring apprenticeship levy funds to other employers

The apprenticeship levy is giving us a real opportunity to invest in high-quality training; it helps to provide further career development for staff, and it assists in expanding the skilled workforce we need to thrive and succeed.

RCHT can work in partnership with other employers, supporting them to take on new apprentices and to support and develop existing employees.

Who can receive transferred funds?

We can transfer funds to employers for new apprenticeship starts, particularly where the funds will create an apprenticeship that would not have been created without the funds. This can include new apprentices or existing employees undertaking an apprenticeship. We are not able to transfer funds for apprenticeships that have already started.

Receiving employers can be:

- In the NHS supply chain.
- Providing services for the NHS.
- Supporting Cornwall's growth agenda.
- Voluntary, community and social enterprise (VCSE) sector.

What are the strategic aims?

To gain maximum benefit from the levy funds, bids will be prioritised using the following criteria:

- **Priority 1: Addressing skill shortages in Cornwall.** Priority sectors to include Health and Social Care, Digital skills, Engineering and Manufacturing.
- **Priority 2: Supporting capacity building with health and social care.** Career development opportunities.
- **Priority 3: Creating apprenticeship opportunities for disadvantaged groups.** (E.g. Care leavers; NEETs; those with disabilities; long term unemployed) Priority to include care leavers.

- **Priority 4: Creating Higher Level Apprenticeships.** Cornwall has a lower proportion of the population with higher level qualifications than elsewhere in the country. Creating higher level apprenticeships will support our apprenticeship and wider economic and skills strategies.

How does it work?

- In order to apply for levy transfer funding the apprenticeship must start within the current financial year.
- Receiving employers or organisations must be able to demonstrate how their apprenticeships will contribute to the Trust's strategic aims.
- Any employer or organisation receiving funds must be registered on the apprenticeship service.
- A transfer can only be used to pay for training and assessment for apprenticeship standards.
- Transferred funds can be used for the training and assessment of new apprentices and existing employees undertaking apprenticeships. We cannot transfer funds for apprenticeships that have already started where an agreement with a learning provider is already in place.

Making an application

Employers interested in making a bid for a levy transfer will need to apply using the application form. You will need to provide the following information:

1. Title and Level of apprenticeship standard/s.
2. Details of which priority strategic aims the apprenticeship/s will meet.
3. Confirmation that an agreement with a training provider is not already in place for the apprenticeship.
4. An indication of the longer term plans for your apprentice/s on completion of their apprenticeship.
5. Commitment to notify the Trust of the outcome of the apprenticeship/s.

Application Process

Applications will be administered by the Trust's Learning and Development team who manage the Trust's Apprenticeship Programme and Levy account.

Applications will be scored against the assessment questions and the four priorities.

As levy transfers can only be made against a named apprentice, 'approval in principle' will be granted until the apprentice/s has been recruited and the learning provider identified.

On approval the levy transfer must start within the financial year of approval. If the apprenticeship starts within a new financial year then a new application will need to be completed.

The opportunity to bid for transfer funds will remain open throughout the year.

Applicants will be contacted within two weeks of initial application to confirm outcome of their bid.

In the event of successful applications exceeding funds availability, a selection assessment exercise will be run to decide final recipients.

If you have any questions, please get in touch with us on 07780 554212 or nicola.pryke@nhs.net