

Dear Colleague

How to claim from the Apprenticeship Levy

In April 2017 the government started to collect an apprenticeship levy from organisations with a pay-bill over £3M. For the purposes of this levy, maintained community schools are considered to be a part of Ealing Council. The combined pay-bill of Ealing Council and all of its maintained community schools far exceeds £3M and so maintained community schools pay the levy at a rate equivalent to 0.5% of their own pay-bill.

The money is paid to the HMRC through the PAYE process. Employers then have to set up an account to access the levy. Ealing Council has set up an account (referred to commonly as a digital account) which it co-ordinates and manages and this account includes the contributions made by maintained community schools.

The money can only be used to pay for the apprenticeship training and assessment of apprentices.

The council has set up a process to allow maintained community schools to access the levy subject to certain criteria and parameters.

Apprenticeships are not limited to young people and new recruits. Anyone can become an apprentice and access apprenticeship training at any age, whether they are full time or part time, as long as:

- They are employed in a real job
- They are working towards achieving an approved apprenticeship (details of approved apprenticeships available on Gov UK website)
- Their apprenticeship lasts at least 12 months
- They spend at least 20% of their time on off-the-job training (e.g. mentoring, coaching or completing formal training or qualifications)
- They are paid at least the relevant national minimum wage

You will need to complete the attached Apprenticeship Levy Claim form to make a claim to access the funding. The form should be sent to Jackie Bouchier in the schools HR team, together with a copy of the signed Training Contract/Apprenticeship Agreement (between the training provider and the school). For apprenticeships which are level 5 and above, schools will need to complete the business case form (also attached below). Jackie will check certain details and criteria to confirm eligibility and then pass it to Mark Nelson (Head of Schools HR) to approve. Once approved your claim will be entered onto the digital account set up by Ealing Council. This will then trigger payments to the training provider for the training costs associated with the apprenticeship.

If you are experiencing problems with your training provider not performing to the standard that you and/or the apprentice requires and you have been unable to resolve the issue with them directly, you can contact us to consider suspending payments to them whilst you consider your options.

If you do have any query please do not hesitate to contact Mark Nelson or Jackie Bouchier in the Schools HR team, mnelson@ealing.gov.uk or jbouchier@ealing.gov.uk.

Kind regards

Mark Nelson
Head of Schools HR Consultancy