

APPRENTICESHIP LEVY

Facts you need to know for your business

WHO PAYS THE LEVY?

Employers with a payroll in excess of £3 million will pay the levy.

HOW DO THE TOP-UPS WORK?

The government will apply a 10% top-up to the funds you have for spending on apprenticeship training in England.

WILL MY FUNDS EXPIRE IF I DON'T USE THEM?

Funds will expire 18 months after they enter your digital account if you don't spend them on apprenticeships.

HOW DO I ACCESS MY LEVY FUND?

Funds will be accessed through a new digital apprenticeship service account and will appear in your account monthly, which will be available for registration in January 2017.

HOW IS THE 'PAYBILL' CALCULATED?

The levy will be at a rate of 0.5% of the wage bill. The wage bill is defined as the 'total employee earnings' of every employee.

HOW WILL EMPLOYERS RECLAIM THE FUNDS?

Employers paying the levy will need to hire apprentices to claim back their tax in a form of digital vouchers.

WHAT CAN I SPEND LEVY FUNDS ON?

The levy can only be spent on apprenticeship training and assessment with approved training providers at an agreed price. Payments to the provider will be made monthly for the first year of the levy.

CAN I USE THE ALLOWANCE TO OFFER APPRENTICESHIPS TO BOTH NEW AND EXISTING STAFF?

Yes, you can recruit new staff or train existing staff for an Apprenticeship, as long as it is relevant to their role and is the most appropriate way of developing their skills.

As an approved provider with over 50 years of experience, we will help you to get ready for the levy and maximise your funds. Contact us to find out how we can provide you with suitable candidates for your business.

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