

Chichester College Group Levy Transfer Policy

Chichester College Group (CCG) actively promotes and supports the creation of apprenticeship opportunities across our region. We recognise there are several barriers for organisations to recruit apprentices including the cost of the training. Where CCG has underutilised levy, we keen to support these organisations via levy transfer.

The Government's Levy Transfer scheme can be used to cover 100% of the apprenticeship training and assessment fees (up to the banding limits as set by the apprenticeship funding rules) for both existing staff and new staff who undertake an apprenticeship.

Employers will be responsible for recruiting their own apprentices working alongside the dedicated CCG apprenticeship recruitment team.

Access to funds

Employers with an apprenticeship service account can apply for access to the levy transfer scheme at any time, however we encourage employers to apply in plenty of time to have the best chance of success and allow sufficient time for the various administrative tasks to take place.

Funds are limited and will be evaluated against CCG's aims and values, as well as those applications that benefit our local communities. Priority will also be given to apprenticeships which address regional skills priorities, as well as disadvantaged and underrepresented people.

Eligibility Criteria:

- The organisation must be located in Sussex
- Meet CCG's values and aims
- Apprentices must be paid at least the age-appropriate minimum wage.
- Funding can be used to support apprenticeship applications for any level or age, but we are especially mindful of supporting disadvantaged groups and Level 2 and 3 standards.
- Funds can only be used for new apprenticeship training and not backdated for any training that has already commenced.
- Funds can only be used for approved apprenticeship standards. [View the list of current standards](#)

Recipient Businesses must:

- Create an apprenticeship service account on the apprenticeship service to receive funds or utilise an existing apprenticeship service account to receive transfer funds
- Pay the apprentice's salary for the duration of the apprenticeship
- Sign an agreement with the Chichester College Group
- If CCG runs out of levy funds, you must make the 5% contribution to the cost of training. While this is unlikely to happen, you should be aware of this

obligation in case it arises as this is part of the funding rules.

- A transfer can fund up to the funding band maximum of a standard. If the cost of the training is more, the business will have to pay the difference to the training provider. If there are additional costs such as exam retakes these are not covered by the levy and the business will need to pay these.
- Make themselves aware of the funding rules in relation to levy transfer.
- Notify CCG if the apprenticeship stops - funding will stop too but you will not have to pay back any funds.

Process:

1. Contact the CCG to discuss your requirements
2. Apply and sign the agreement to confirm the following:
 - a. Apprenticeship Standard
 - b. Number of apprentices
 - c. Start dates
3. Register on the apprenticeship service, your business must register on the apprenticeship service to have a digital account which will allow CCG to transfer funds into your levy account to pay the relevant training provider. The GOV.UK website has instructions on how to do this.
4. Connect with CCG via the digital account - CCG will provide you with the information you need to enable this to be completed
5. Add the apprentice's details to the digital account. We may be able to assist you with this part of the process

Policy review area	Apprenticeships
Lead Manager/Owner	Paul Rolfe
Approval level	Group Leadership Team
Approval date	June 2025
Review cycle	Every two years
Next review	June 2027

Chichester College Group Levy Transfer Application Form

Part A: Employer Details

Employer Name	
Address	
Website	
Phone Number	
Number of Employees	
Contact name:	
Contact email	
Type of business/sector	
Levy account number	
How does the company align to CCG values?	
How will the apprenticeships listed below support development of skills in the local community?	

Part B: Apprenticeship Details

Apprenticeship Standard	Level	Start Date	Funding Band
Total			

Please read the following statements. By signing this form and submitting to Chichester College Group you are confirming your agreement.

- I confirm the apprentice will be paid at least the age-appropriate minimum wage.
- I confirm that the nature of the business and the apprenticeship does not conflict with the council's policies and will not result in reputational risk to CCG.
- I confirm we will employ the apprentice/s the duration of their apprenticeship including completion of the end point assessment.
- I confirm we agree to the terms and conditions as set out in this policy.

Employer			
Signed		Date	
Name			
Job Title			

Completed forms should be returned to the Sales Team.

FOR CCG USE ONLY

Check

Check details of request, ensure request meets the values and objective of CCG.

Associate Principal, Employers & Stakeholder			
Signed		Date	
Name			

Confirmation

Confirmation from HR that levy funds are available to fulfil the request:

Human Resources			
Signed		Date	
Name			

Approval

By signing below, approval has been granted by CCG to transfer levy to the company as detailed in this form.

Chief Financial Officer			
Signed		Date	
Name			

Completed forms should be sent to HR for action.