

Levy Transfer Process for Requesting Organisation

Stage 1

Organisation wishes to receive Levy Transfer to fund an Apprenticeship course.

Stage 2

Organisation visits NATH website* and completes application form.

Stage 3

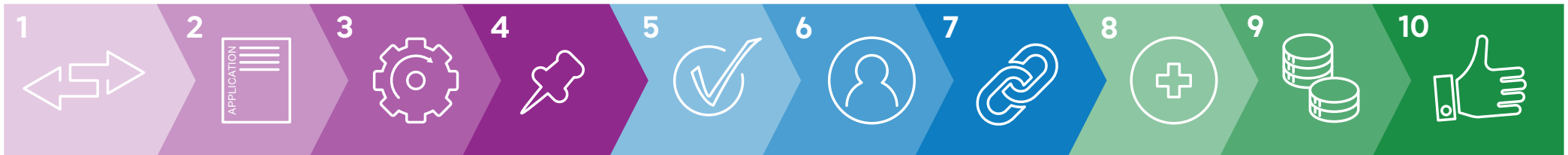
NATH process form and add request to the system.

Stage 4

NUH pick up requests from the system and collate for presenting to Apprentice Leads meeting for agreement.

Stage 5

Contact is made with requesting organisation, with a request to link Apprenticeship Online Service (DAS) accounts (Organisation must have a DAS account to proceed).



Stage 6

To set up an account view: How to register and use the apprenticeship service as an employer - www.gov.uk**

Stage 7

The organisation accepts the request to link on the DAS.

Stage 8

The organisation then goes to “Add an Apprentice” and follows the process to create a cohort. Organisation will need to know Training Provider UKPRN (this can be gained by a quick Google). ***

Stage 9

The Training Provider engages with the cohort request, which enables funding to be drawn down by them.

Stage 10

Training Provider completes the cohort process, and enrolls the person on programme.

* Apprenticeship Levy | Nottinghamshire Alliance Training Hub (NATH) (nottstraininghub.nhs.uk)

** <https://www.gov.uk/guidance/manage-apprenticeship-funds>

*** <https://www.ukrlp.co.uk/>

