

# A Levy Paying Employer's Journey

(pays over £3m in payroll per year)

**Congratulations!**  
You would like to employ an apprentice

**DID YOU KNOW?** You and your training provider could receive additional incentives e.g. £1,000 for employing a 16-18 year old apprentice or one 19-24 with EHC (*Education, Health and Care*) plans.

Use the HMRC online PAYE tool to calculate your Levy contribution  
[www.gov.uk/guidance/manage-apprenticeship-funds](http://www.gov.uk/guidance/manage-apprenticeship-funds)

You can use your digital account (sometimes referred to as the levy pot) to pay for Apprenticeship training.

When you are ready to employ an Apprentice, contact training providers from  
[roatp.apprenticeships.sfa.bis.gov.uk/download](http://roatp.apprenticeships.sfa.bis.gov.uk/download)  
You can only use a provider who is approved and on this list.

Choose one training provider to work with.  
The training provider will help co-ordinate the funding and delivery of your apprenticeship(s) and can help find an organisation to undertake the End Point Assessment.

You and the training provide will decide together the appropriate level and type of Apprenticeship based on the role on offer.

Agree cost of Apprenticeship with your training provider (which will come out of your digital account) and the duration of each programme (a minimum of 15 months at Level 2).

Apprenticeship(s) delivery starts.  
The training provider is paid on a monthly basis and 20% is held back for End Point Assessment.

If the cost of the training is more than the money in your digital account, for the balance, you will switch to a co-investment model where you contribute 5% of the training fee and the Government pays 95%.

You will get regular reviews of the progress and when the Apprentice passes the end assessment, you have succeeded together. So what next? Further development at the next level? Or a new apprentice?

SUCCESS

