



Department
for Education



LMP EDUCATION
TRAINING PROVIDER

APPRENTICESHIP LEVY GUIDE FOR BUSINESSES

How to use apprenticeships and levy
funding to meet your staffing needs.



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INTRODUCTION TO THE APPRENTICESHIP LEVY

The Apprenticeship Levy, implemented by the UK Government in April 2017, mandates contributions from all employers with a wage bill exceeding £3 million.

While this requirement covers many businesses, many are unaware of the extent of their contributions or the procedures for accessing their allocated funds.

WHAT ARE APPRENTICESHIPS?

Apprenticeships provide an excellent way for businesses to either bring in fresh talent or enhance the skills of their current staff.

A diverse range of apprenticeships are available ranging from level 2 (GCSE) to level 6/7 (degree level). Apprentices are employed by the business, acquiring on-the-job training that familiarises them with the business environment. Additionally, they dedicate time to learning to enhance their formal knowledge. Apprenticeships can be used to develop talent as part of a People and Talent Strategy and also for Continued Professional Development.

Businesses employ lots of different roles, and numerous apprenticeships are available for training or up skilling staff.

Various apprenticeship training programmes may be relevant to your business such as support staff e.g. HR Support, wellbeing champions, business administrators, finance and library assistants.



WHO CAN DO AN APPRENTICESHIP?

Apprenticeships allow people of all ages to earn while they learn and gain the skills they need to build a rewarding career.

Apprenticeships are available to individuals aged 16 and above who seek to learn through practical experience while working. Apprenticeships allow people of all ages to earn while they learn and gain the skills they need to build a rewarding career. They're often pursued by young adults but they're also open to people of any age who want to learn new skills or change careers.

Apprenticeships are a flexible way to train staff in a recognised qualification, and you can customise the training to suit your business too.

WHO IS ELIGIBLE FOR AN APPRENTICESHIP?

To be eligible for an apprenticeship you need to hold a GCSE C/4 or equivalent in maths and English.

For level 3 apprenticeships and above, where these are not held Functional Skills Level 2 (maths and English) can be embedded into the programme.

For level 2 apprenticeships, a lower threshold applies, more information available on request from LMP Education. Anyone in England aged 16 years old and above, whether employed, unemployed or leaving school can do an apprenticeship.

There is no upper age limit to do an apprenticeship. Apprenticeships are a flexible way to train staff in a recognised qualification, and you can customise the training to suit your business too.



HOW DOES THE LEVY WORK FOR YOUR BUSINESS?

Depending on the size of your organisation, the apprenticeship levy works differently for different employers in the UK based on your payroll size:

1

LARGE EMPLOYERS

Employers with a payroll of **over** £3 million per year pay the apprenticeship levy, which is 0.5% of their total annual pay bill. They can use the levy to fund apprenticeship training for their own employees or transfer up to 50% of the levy to other businesses.

2

SMALL/MEDIUM ENTERPRISES

Employers with a payroll of **less** than £3 million per year pay 5% of the cost of apprenticeship training for their employees, and the government pays the rest.

3

CONNECTED COMPANIES OR CHARITIES

Connected companies or charities share a single £15,000 allowance. If the combined pay bill of connected employers is below £3 million, they don't need to pay the levy.

HOW IS THE LEVY CALCULATED?

The levy is calculated cumulatively for each tax period. This prevents fluctuating pay bills from causing false levy payments.

Employers can transfer levy funds to support specific sectors, skills, or local areas. For example, they could support digital apprenticeships in their local area or apprenticeships in a particular town or city.

Funds that aren't used within two years are returned to the treasury.

UNDERSTANDING THE APPRENTICESHIP LEVY AND HOW IT WORKS

The apprenticeship levy is a contribution required from employers with a pay bill exceeding £3 million.

The levy is paid into a central Digital Apprenticeship Service (DAS) account at a rate of 0.5% of the total annual pay bill. Employers manage their levy funds through a DAS account dedicated to apprenticeship training expenditures.

While only larger organisations pay the levy, the funds it generates also support apprenticeship training for smaller employers interested in taking on apprentices.

- The levy is paid into the DAS account monthly
- You automatically receive a 10% contribution top up from the government. Apprenticeship training can only be delivered by an approved training provider
- Levy funds can only be used to pay for training apprentices to achieve qualifications as part of an approved apprenticeship training programme
- Funds must be used within 24 months, or they expire



WHEN IS THE APPRENTICESHIP LEVY PAYABLE?

All eligible employers pay the 0.5% apprenticeship levy amount at the end of every month.

This is collected automatically by HMRC through the employer's PAYE system.

WHO CAN USE THE APPRENTICESHIP LEVY?

The apprenticeship levy can only be used for businesses in England, as the legislation differs across the devolved nations.

This is why levy-funded apprenticeships must work at least 50% of their time within England. The amount of levy available is directly linked to the proportion of employees living in England.

WHAT CAN THE LEVY BE SPENT ON?

The apprenticeship levy can only be spent on apprenticeship training and assessments.

The levy funds can be used to upskill existing staff as well as training new apprentices. LMP Education uses a blended delivery model, combining remote, online and work-based teaching and learning. This delivery model is built to suit the needs of the apprentice and employer.

WHAT ARE THE RECENT LEVY REFORMS?

- £60 million new investment to enable up to 20,000 more apprenticeships Fully funding training costs for new apprentices aged 16 to 21 hired by SMEs.
- Increased amount of levy funds that large employers can transfer to support other businesses.
- Removal of co-investment costs from non-levy paying employers for apprentices under the age of 22.
- An increase in the levy transfer cap from 25% to 50%
- The DfE budget for apprenticeships increasing to over £2.7 billion from next year.



Apprenticeships offer many benefits to our business, contributing to both short-term and long-term success. Apprenticeships provide a structured framework for individuals to acquire the specific skills and knowledge required for a particular job or industry. This ensures that employees are well equipped to perform their roles effectively, experiencing on-the-job learning, learning soft skills whilst gaining a qualification in their chosen career."

Talent Acquisition Manager | Tieva Fulcrum IT Partners

UPSKILL AND DEVELOP YOUR STAFF USING THE APPRENTICESHIP LEVY

DID YOU KNOW MOST OF THE ORGANISATIONS DO NOT HAVE AN APPRENTICESHIP STRATEGY AND DON'T FULLY UTILISE THEIR LEVY?

This means you could be missing out on valuable opportunities to develop career pathways for your existing staff or recruit new talent at no additional cost.



Finance
and
Accounting



Leadership
and
Management



HR
Support



Safeguarding



Wellbeing
Champion



Business
Administration



"We are now very proud and delighted that we have over 550 apprentices in Oasis! It is one of our greatest achievements and it is thanks to our partnership with LMP Education that has made this possible."

CEO | OCL

DEVELOP YOUR APPRENTICESHIP STRATEGY

LMP EDUCATION HAS PARTNERED OVER 1000 ORGANISATIONS TO SUPPORT APPRENTICESHIP STRATEGY DEVELOPMENT AND IMPLEMENTATION.

Your apprenticeship strategy is key to addressing skills gaps and ensuring future ready skilled workers.

Apprenticeships can shape your team into skilled professionals tailored to your evolving needs. This strategic approach fills short-term skills gaps, nurtures long-term future leaders, and fosters a workforce that's prepared to meet future challenges.

APPRENTICESHIP STRATEGY OUTLINE

- Apprenticeship strategy meetings to set aims and objectives
- Personal development planning mapping
- Apprenticeships within the People & Talent Strategy Apprenticeship
- Levy funding and budgeting
- Tailored programmes to meet the school or trust needs
- Production of marketing material e.g. co-branded guides and leaflets
- Launch apprenticeship offer to existing staff
- Monthly communications for the central team to distribute
- Exclusive delivery days for staff
- Mental Health & Safeguarding
- Bespoke CPD training for school staff Quarterly learner and assessor updates
- Free assisted recruitment service to recruit new talent
- Dedicated account management and support from LMP Education
- CEIAG for school leavers including careers fairs and assemblies
- Regular reviews and reporting

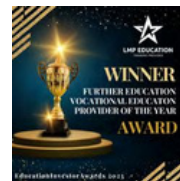
ABOUT LMP EDUCATION



LMP Education is an award-winning apprenticeship training provider that operates nationwide, bringing effective solutions to staff training and development, as well as the recruitment of new talent through attractive apprenticeship opportunities.

LMP Education is part of the LMP Group. Each company within LMP has the collective mission to inspire ambition and widen horizons. We intend to provide opportunities and support social change across the UK. The focus is on education and social impact, working together to bring about positive and sustainable development.

OUR AWARDS & ACCREDITATIONS



OUR VALUES



Have
Compassion



Take
Action



Ensure
Equality



Be
Inspiring

OUR PURPOSE

**CREATING INSPIRATIONAL
JOURNEYS AND DELIVERING
EXCELLENCE IN LEARNING**

APPRENTICESHIP PROGRAMMES AVAILABLE FROM LMP EDUCATION

WE HAVE AN EXTENSIVE PORTFOLIO OF APPRENTICESHIP TRAINING PROGRAMMES WITH NEW PROGRAMMES BEING ADDED THROUGHOUT THE YEAR.

CURRENT PROGRAMMES AVAILABLE

FINANCE

- Accounts or Finance Assistant AAT Level 2
- Assistant Accountant AAT Level 3
- Professional Accounting Level 4

BUSINESS & PROFESSIONAL

- Business Administrator Level 3
- Team Leader Level 3
- HR Support Level 3
- Library, Information & Archive Services Assistant Level 3
- Operations Manager Level 5

TEACHING & EDUCATION

- School Administrator Level 3
- Teaching Assistant Level 3
- SEND Teaching Assistant Level 3
- Sports Coach Teaching Assistant Level 3
- School Business Professional Level 4
- Higher Level Teaching Assistant Level 4
- SEND Higher Level Teaching Assistant Level 4
- Specialist Teaching Assistant Level 5

WELLBEING & SAFEGUARDING

- Safeguarding Support Officer Level 3
- Community Health Champion Level 3
- NHS Community Health Champion Level 3
- Medical Administrator Level 3
- Medical Library, Information & Archive Services Assistant Level 3

FUTURE LEADERS

- Team Leader Level 3
- Operation Manager Level 5

EARLY YEARS & CHILDCARE

- Childcare Assistant Level 2
- Early Years Educator Level 3
- Early Years Manager Level 5

WHAT TO EXPECT FROM LMP EDUCATION

WHAT TYPES OF APPRENTICESHIPS ARE AVAILABLE AT LMP EDUCATION?

Level 2: Intermediate Level Apprenticeship (equivalent to five A* GCSEs)

Level 3: Advanced Level Apprenticeship (equivalent to two A-Levels)

Level 4 and 5: Higher Apprenticeship (Foundation degree level).

LMP Education can support your apprenticeship strategy implementation and help create meaningful career pathways for your school and trust staff.

We have 10+ years of experience in delivering apprenticeship training specifically for the education sector. We work with some of the largest multi-academy trusts in the country as well as schools, academies and nurseries of different sizes.

Our team of dedicated professionals can help you with a tailored strategy that fits within your own business aims and objectives.

AND THE BEST PART, THIS SERVICE IS AVAILABLE TO YOU AT ZERO COST!

- Leading nationwide apprenticeship training provider
- Specialists in the education, early years and school sector
- Vibrant and engaging learning for all apprentices
- Blended and remote teaching and learning
- Tailored learning plans for each individual
- Experienced tutors and delivery support team
- Designated safeguarding officers, policies and procedures



91%

of learners said they feel supported



94%

of learners agree their apprenticeship is providing career



89%

of businesses agree their apprentice is developing skills needed to support growth

FREE ASSISTED RECRUITMENT SERVICE



LMP Education can advertise your vacancies on many popular platforms, we also take care of the pre-screening process where we check applicants' eligibility before sending over a shortlist to your vacancy manager.

Each year we recruit thousands of apprentices into vital business roles

- FREE recruitment service for all businesses
- Fast and efficient service (2-4 week turnaround)
- Job ads can be live within 24 hours of receiving the job description
- Candidates screened within 48 hours
- High candidate success rate



LET'S WORK TOGETHER

TO DISCUSS HOW TO BEST USE APPRENTICESHIPS AND LEVY FUNDING TO MEET YOUR STAFFING NEEDS PLEASE GET IN TOUCH.

Contact our apprenticeship specialists at LMP Education today.



**SCAN TO BOOK
A CONSULTATION**

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