

## Apprenticeship levy transfer application form

### Applicant details

Organisation Name	
Address	
Telephone No.	
Contact Name	
Contact Email Address	
Number of Employees	
Type of Organisation	<input type="checkbox"/> Limited Company <input type="checkbox"/> Registered Charity <input type="checkbox"/> Charitable incorporated Organisation <input type="checkbox"/> Community Interest company <input type="checkbox"/> Constituted community group voluntary organisation <input type="checkbox"/> Other, Please state  <hr/>
Do you currently employ apprentices?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you a Levy payer?	
Do you have an apprenticeship service digital account?	
If no, the link can be found here to join	<a href="#">Create an account to manage apprenticeships on the Gov.uk</a>
What apprentice standard are you applying for? ( please use the full name on the IfATE website including the level)  <a href="#">Apprenticeship standards</a> on the Institute for Apprenticeships website	
Have you ensured that the apprenticeship standard is the correct fit for the occupational role and what consideration was taken in your choice of training?	
Please provide details of the training provider	

When do you expect this Apprenticeship to commence	
What is the estimated duration of the Apprenticeship in months?	
Please state total cost of the apprenticeship inclusive of the cost of End Point Assessment	

### Priority areas

Please select all the areas that apply:

- Priority 1: A non-levy payer who can only access apprenticeships via a transfer of funds
- Priority 2: No one left behind: Creating apprenticeship opportunities for disadvantaged groups who live in Surrey. (e.g. looked after children, care leavers; NEETs; those with disabilities; long term unemployed)
- Priority 3: Those working with vulnerable adults and children.
- Priority 4: Supporting learn to earn transitions: an apprenticeship that provides a career change at any stage to earn and learn whether a new apprentice, current apprentice or existing member of staff that clearly demonstrates progression. (E.g. progression of level for the individual, or Higher or Degree Apprenticeships)
- Priority 5: Enabling businesses and workers to benefit from growth in Science, Technology, Engineering and Mathematics (STEM) which is an identified skills shortage across Surrey.
- Priority 6: Construction

### You must also:

- be able to demonstrate how your apprenticeship will contribute to the Surrey economy
- be registered on the apprenticeship service (we can support you in the process)
- only use the funds for training and assessment for apprenticeship standards
- only use the funds for training and assessment of either new apprentices or existing employees undertaking apprenticeships.

Do you commit to notify us about any changes and/or the outcome of the apprenticeship/s?	
Are you happy for Surrey County Council to promote your vacancy to underrepresented groups as described above?	Yes <input type="checkbox"/> No <input type="checkbox"/>

What difference will the levy transfer make to the business and the individual?	
What are your plans for your apprentices once they have completed their apprenticeship?	

## Disability Confident

The Disability Confident scheme supports employers to make the most of the talents disabled people can bring to your workplace.

Disability Confident helps businesses:

- draw from the widest possible pool talent
- secure and retain high quality staff who are skilled, loyal and hard working
- save time and money on the costs of recruitment and training by reducing staff turnover
- keep valuable skills and experience
- reduce the levels and costs of sickness absences
- improve employee morale and commitment by demonstrating that they treat all employees fairly

By being Disability Confident, you will be seen as leading the way in your business sector and beyond, helping to positively changes attitudes, behaviours and cultures.

Are you a member of Disability Confident?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you are not signed up to disability confident and would like to find out more. Please follow this link	<a href="#">Disability Confident Scheme</a> On Gov.uk

**Declaration:** In receiving a transfer you agree to comply with the ESFA Funding Rules for Apprenticeship Levy Transfers. Please ensure you read the information for receiving employers.

Information for employers can be found using the following link:

[Apprenticeships funded by transfer of levy funds](#) on Gov.uk

**Please return the completed application form to the email address:  
hrprogramme.support@surreycc.gov.uk**