

## ANNEX 1 - City of York Council - Apprenticeship Levy Transfer Criteria

### Apprenticeship Levy Transfer

The government made it possible for employers who pay the Apprenticeship Levy to transfer a percentage of their unallocated levy funds to other employers and organisations annually - within the supply chain, across industry and with city and regional partners. The funds can be used to pay for apprenticeship training and assessment costs for both new apprentice recruits and existing employees who could benefit from developing their skills - for instance, due to changes in job roles.

### Criteria to receive City of York Council Levy Transfer funds

You must be an organisation based in York with fewer than 250 employees and a turnover of less than £25m. You may also be:

- A voluntary, community or social enterprise sector organisation providing services to York's residents
- A public sector or health care organisation
- A York school that doesn't pay into an Apprenticeship Levy
- Employers that have opportunities for 16-18 year olds, learners with disabilities or care experienced young people, but are unable to access funding via training providers.

As funds are limited, we will need to prioritise requests for support. Therefore, in developing a process for determining who to support, *priority* will be given to applications that further the commitments set out in York's 10-Year Skills Strategy and **look to hire a new apprentice into the sectors detailed below or develop higher-level technical, STEM or green skills.**

#### York's priority sectors

- Adult Health and Social Care
- Agritech, Bioeconomy and Life Sciences
- Creative and Communications
- Education and Childcare
- Engineering (includes food manufacture, transport and rail)
- Heritage
- IT and Digital
- Property and Construction
- Tourism, Hospitality and Retail

### More support and how to apply

Free, impartial support and the expression of interest form are available from the York Apprenticeship Hub [york.apprenticeships@york.gov.uk](mailto:york.apprenticeships@york.gov.uk)

You can submit an expression of interest at any time but once the available funding limit is reached, the application window will close until the following financial year. Whilst you may seek funding for more than one apprenticeship role and/or may submit multiple expressions of interest, any requests for more than 5 roles or £30,000 (whichever is greater) within one financial year may require further justification.

## ANNEX 1

Applicants are encouraged to prioritise higher-level skills as part of their workforce planning as this will help to encourage recruitment and retention. For each apprenticeship (for which funding is being requested), applicants should be able to answer 'yes' to at least two of the following:

	Yes	No
New hire		
Priority sector		
Higher level, technical, STEM or green skills		

Appropriate opportunities for SME apprentices to join a council cohort will also be considered.

Applicants may be asked to review/revise an application to enable the council to maximise benefit to the local area.