



Telford & Wrekin Council

Growth & Skills (previously known as Apprenticeship) Levy Transfer Policy

July 2026

Telford & Wrekin Council's vision

Telford & Wrekin Council is committed to protect, care and invest in a better borough. To us, this means that:

- every child, young person and adult lives well within their community
- everyone feels the benefit from a thriving economy
- all neighbourhoods are a great place to live
- our natural environment is protected - we take a leading role in addressing the climate emergency
- A community focussed, innovative Council providing effective, efficient and quality services

Telford & Wrekin Council recognises the role that investment in the education and skills of local people, within local organisations has in meeting these priorities. This policy document outlines how our approach to transferring growth and skills levy funds from Telford & Wrekin Council to other employers enables us to continue building a better borough whilst developing the skills and knowledge of local residents.

Providing apprenticeship opportunities across Telford & Wrekin

Apprenticeship Opportunities...

There are now many apprenticeship programmes available from level 2 (GCSE level) up to level 6 (degree level) and the breadth of jobs and roles covered by apprenticeships is vast.

The Growth and Skills Levy funding can be used to fund the apprenticeship training but not the salary of the learner.

All apprenticeship programmes utilise a mix of on and off the job training, all contributing towards the apprenticeship standard. This includes, on average, 6 hours per week of an employee's paid hours spent undertaking off the job training (but can vary depending on the type of apprenticeship).

Transferring Growth & Skills levy funds to other employers

The Growth and Skills Levy is already giving employers a real opportunity to invest in high-quality training, helping to grow our economy and develop the skilled workforce needed to thrive and succeed. **Telford & Wrekin Council is committed to working in partnership with other local employers, supporting them to take on new apprentices and to support and develop existing employees.**

As a large levy-paying employer we can transfer up to **50% of our growth and skills levy** funds to other employers, helping to boost the number of high-quality apprenticeships across Telford and Wrekin.

More detailed guidance can be found on [transferring apprenticeship levy to another business](#) on the government website.

Who can receive transferred funds?

We will only transfer funds to organisations that do not pay the Growth and Skills Levy, or to levy paying organisations that have exhausted their levy funds.

We can transfer funds to employers for **new apprenticeship starts**, particularly where the funds will create an apprenticeship that would not have been created without the funds. This can include **new apprentices** recruited into your organisation or **existing employees** undertaking an apprenticeship to upskill your workforce.

We cannot transfer funds for:

- *apprenticeships that have already started*
- *academies, Trust, Foundation or Voluntary Aided Schools that are set up independently from a local authority, but who share a PAYE scheme with a local authority.*

Eligible receiving employers must meet one of the following criteria:

- In the third / charity sector and based in Telford & Wrekin and/or supporting people who live & work in Telford & Wrekin
- A small to medium enterprise* / business based in Telford & Wrekin and/or who employs and/or works with people who live & work in Telford and Wrekin
- A partner organisation – voluntary, community or social enterprise who are based in and/or supporting people in Telford & Wrekin
- A business that supports delivery of the Council's priorities

**For the purposes of this policy, a small to medium enterprise/business is defined as an organisation with 250 or less employees*

More detailed guidance can be found on [receiving a levy transfer from another business](#) to fund an apprenticeship on the government website.

Making an application for Growth & Skills levy funds

How to make an application

Telford & Wrekin Council welcomes applications from local businesses wanting to employ apprentices or upskill their existing employees through an apprenticeship.

1. The criteria

Before completing the **application form** please be aware that:

- your business must have a specific presence in Telford & Wrekin and be from within one of the categories of eligible employers (see above)
- you will need to pay for the salaries of apprentices who are funded by the levy transfer. The transfer of funds can only be used for the apprenticeship training costs.
- funds can only be used for new apprenticeship courses – if the receiving employer agrees additional training with the training provider, they must pay the difference to the training provider.

- A transfer can only fund approved apprenticeship standards and only up to band maximum of an apprenticeship standard. View the [current apprenticeship standards](#)
- it is your responsibility to select the training provider of your choice, although Organisational Development at Telford & Wrekin Council can work with you to advise on suitable types of apprenticeship for your organisation and potential training providers (please contact apprenticeships@telford.gov.uk)
- if you are already an apprenticeship levy payer, you must have already spent your levy for the current financial year before applying for Telford & Wrekin Council's fund.
- your apprentices will normally need to be employed for a minimum of 30 hours per week, although in some cases the apprenticeship can accommodate part time workers.
- your request must be for future apprenticeships. The request cannot be backdated on training that has already commenced.
- all apprentices will be required to take off the job learning as stated in the [Department for Education's](#) Apprenticeship funding rules for employers.
- If the apprenticeship stops for any reason, then the funding will stop, however the receiving employer will not be required to pay any funds back to the Council received to date. It is the receiving organisation's responsibility to inform the Council if an apprenticeship ends earlier than the projected end date provided on the application form.
- If there are additional costs such as exam retakes these are unlikely to be covered by the levy and so the business will need to pay. Any such costs should be outlined at the start by the training provider, so the business is aware of the costs.
- You must be paying the apprentice the age-related National Minimum wage rate.

2. The application form

Employers interested in making a bid for a levy transfer will need to apply. Please visit [Telford & Wrekin Council | Apprenticeship Levy Transfer](#) for more information and to apply using the online application form.

In this application form you will need to provide information on:

- Key organisation details e.g. name, contact details.
- the title and level of each of the apprenticeship standard/s you are seeking to fund an apprenticeship in
- if the apprenticeship is for an existing employee or a new employee that you will be seeking to recruit
- if the apprenticeship is for an existing employee, their name.
- if the apprentice has yet to be recruited, an indication of your time scales for recruitment (please note: levy transfers can only be made against a named apprentice, if the application is for a new employee yet to be recruited, an ***'approval in principle'*** will be granted to successful applicants, until the apprentice/s has been recruited and the training provider identified).

- confirmation that this is a new apprenticeship and that an agreement with a training provider is not already in place for the apprenticeship.
- how the apprenticeship will benefit your business / organisation
- an indication of the longer-term plans for your apprentice/s on completion of their apprenticeship
- confirmation that you have utilised your available Growth & Skills Levy funds.
- commitment to notify Telford & Wrekin Council of the outcome of the apprenticeship.

3. The assessment process

Applications will be administered by Organisational Development at Telford & Wrekin Council who will consider all applications against criteria related to the application questions and how the application meets our vision and priorities. We aim to inform applicants of the outcome within 4 weeks of receipt.

Applications will be accepted at any time during the financial year, and each application will be assessed in order and on its own merits. We reserve the right to cease receiving applications at any time if we are oversubscribed and the available funds have already been committed.

If the application is successful, the receiving employer will be notified by email and will have **16 weeks from the date of their application** to appoint an apprentice (if recruiting), to appoint a training provider and commit the levy funds allocated. If this time scale is exceeded, the funding agreement will be withdrawn, and a new application will need to be made.

In setting up the funding and creating the apprentice record on the Digital Apprenticeship Service (DAS) account, the receiving employer must commit to working with a member of Organisational Development at Telford & Wrekin Council to do this to ensure accuracy of the record.

Once the transfer of funds has been processed, the responsibility and liability of the apprenticeship lies solely with the receiving employer. The Council has no accountability for the apprenticeship going forward, apart from the commitment to fund the apprenticeship over its entire duration until completion subject to the availability of funds and compliance with DfE funding rules. Further guidance can be found on the Government website on [employing an apprentice](#)

For monitoring purposes, receiving employers will also need to commit to notifying the Council on the outcome of the apprenticeship.

Contact us:

If you have any questions, please email us at apprenticeships@telford.gov.uk