

Frequently Asked Questions for apprenticeship levy transfer applications from West Sussex County Council (WSCC)

What is a “receiving employer”

The employer applying for a levy transfer from WSCC is the receiving employer. WSCC would be the “sending employer”.

My location isn’t listed on the funding opportunity

We have only listed the main towns in West Sussex on the funding opportunity page. If your location is not listed, please just select other and type in your location.

Does the receiving employer have to pay anything for the apprenticeship training?

If your application for a levy transfer from WSCC is successful and the apprenticeship is set up correctly, the full cost of the training will be covered. However, WSCC has a limited transfer fund, if it runs out, you'll need to contribute 5% of the remaining training costs. Non-training costs (e.g. salary) are not covered and must be paid by your organisation. For more details, visit [Receive a levy transfer from another business to fund an apprenticeship - GOV.UK](#) for more details.

What about the salary of the apprentice?

Levy transfers can only fund the training cost of the apprenticeship including the end point assessment. WSCC will not fund the salary of the apprentice.

What training can I use the levy transfer for and how do I find a training provider for my employee?

Levy transfers can only fund apprenticeship training and assessment for programmes approved by Skills England, up to the funding band maximum. Use the [Apprenticeship search / Skills England](#) to explore approved apprenticeships and find training providers.

The [Find Apprenticeship Training](#) tool shows provider satisfaction and achievement rates, delivery methods, and locations - helping you choose the right provider for your needs.

Is there an age limit to which staff can apply for an apprenticeship?

Anyone of working age can start an apprenticeship. Please note, if the apprentice is under 22, you may not need levy transfer funds, as alternative government funding may be available. You can find out more online at the following websites:

[Considering hiring an apprentice?](#)

[Apprenticeship funding - GOV.UK.](#)

Are the funds paid out in one payment?

If the correct process is followed and the “fund by transfer” option is selected when adding the apprentice, funds will transfer automatically from WSCC once training begins, in monthly instalments. Transfers only occur if WSCC approves the request, check your account to confirm payments have started. WSCC is not responsible for missed payments due to errors and will not accept invoices.

Training payments depend on the provider submitting their training evidence returns. The final 20% (“completion payment”) is released after the end-point assessment is completed.

For full details, see [Apprenticeship funding rules - GOV.UK.](#)

What is an Apprenticeship Service Account?

Transfer funding is only available through an official apprenticeship service account on GOV.UK. You must set up your account and provide your account ID in this application. If approved, WSCC will request to connect with your account, and all payments will be managed through the system.

Please [read the guidance](#) on Gov.uk for how to register and use the apprenticeship service as an employer.

What happens if I apply but no longer need the levy transfer?

If you no longer need the levy transfer (e.g. alternative funding is available), log into your apprenticeship account and cancel the application to release the funds for others.

Will the offer of funding expire?

If WSCC approves your levy transfer, you must accept the offer in your Apprenticeship Service Account within 6 weeks. You then have 3 months to set up the apprenticeship and link the funds. If the offer expires and you still need the funding, you will need to reapply.

Are there any other sources of funding?

Yes, any levy-paying employer with spare funds can transfer a proportion of their annual funds. This means you could approach other levy paying employers you may know of to see if they have funds they could share. There is also a list of employers who have pledged funds online at [Search funding opportunities](#)

I have been successful in my application to WSCC for funding an apprenticeship qualification. What do I need to do next?

You should inform your training provider that the apprenticeship is funded via a levy transfer. Log into your Apprenticeship Service Account to accept the offer within 6 weeks, then add apprentice details within 3 months and select the transfer funding option. This links the funding and sends a request to WSCC for approval. You can track progress in the “Your Transfers” section of your account.

What if your Apprentice leaves?

You must stop the apprenticeships on the Apprenticeship Service at the appropriate time, so that no further payments are made (please refer to the help articles at [Apprenticeship Service Support](#) for guidance on this). We also ask that you notify us so we can re-utilise our funding allocation.

What if your Apprentice takes a break in learning?

You should pause the apprenticeship on the Apprenticeship Service at the appropriate time (please refer to the help articles at [Employer – Apprenticeship Service Support](#) for guidance on this). This temporarily pauses the monthly payments until the account is resumed. Please let us know when the apprentice is expected to resume training, so that we can adjust and manage our transfer allowance.

Additional information

For anything related to the apprenticeship, including eligibility of your employee, off the job training etc., please contact the training provider directly. WSCC have no say in the details of the apprenticeship.

- The following article goes through the process of adding an apprentice. The process for identifying how to fund the apprenticeship with a transfer is at 2:14 mins on the accompanying you tube video.
<https://help.apprenticeships.education.gov.uk/hc/en-gb/articles/360006620280-Add-an-apprentice-or-change-their-status>
- [Hire an apprentice](#) – general guidance on all aspects of hiring an apprentice