SME Apprenticeship Levy Transfer Request

Please complete the form below so that we can share your details with larger organisations who can cover the cost of your apprenticeship training. The information below will help these large organisations to make a decision as to whether they are able to fund the training of your apprentice(s).

**Contact Details**

|  |  |
| --- | --- |
| **Company/Organisation Name** |  |
| **Companies House name and number** |  |
| **Charity/CIC Name and Charity No (If applicable)** |  |
| **Contact Names** |  |
| **Job title** |  |
| **Address inc. postal code** |  |
| **Email** |  |
| **Landline Number** |  |
| **Mobile Phone Number** |  |
| **Website** |  |

**Apprenticeship Service details**

|  |  |
| --- | --- |
| **Digital Apprenticeship Service ID (DAS ID)** |  |
| **Company name**  **(As appears on DAS)** |  |

**Business Description**

|  |  |
| --- | --- |
| **Please give a brief description of your business** |  |
| **Why do you want to recruit/upskill an apprentice(s)** |  |
| **Are you requesting levy transfer for** | |  |  | | --- | --- | | Upskilling existing employees | New employees | |
| **What values are important to your business** |  |
| **Any other information** |  |

**Business Description continued…**

|  |  |  |  |
| --- | --- | --- | --- |
| **Number of employees**  **(Please tick relevant box)** | |  |  | | --- | --- | | 50 or below | 51 or above | |
| **How many apprentices have you previously employed?**  **(Please tick relevant box)** | |  |  | | --- | --- | | 0 | 1-10 | | 11-50 | 50+ | |
| **How much are you planning to pay your apprentice?**  **(Please tick relevant box)**  *\*\*This information is key to most levy payer decisions\*\** | |  | | --- | | National Minimum Wage (Varies by age see appendix 1) | | Above National Minimum Wage but less than National Living wage | | National Living Wage or above (£9.50 PH) | | London Living Wage or above (£11.05 PH) |   *NB; Please note the LPC’s pay policy Appendix 1 – we cannot support apprenticeships paying only the Apprenticeship Minimum Wage, and strongly recommend that all apprentices are paid a London Living Wage* |
| **What employee benefits or incentives are available to your apprentices?**  **(Please tick relevant boxes)** | |  |  |  | | --- | --- | --- | | Pension | Gym memberships | Staff discounts | | Reward schemes | Bonus | Staff socials | | Cycle to Work | Company car | Lunch allowance | | Subsidised travel | Staff Wellbeing | Equipment | | Other (please specify) | | | |
| **What progression opportunities are available to the apprentice/s?** |  |
| **Is there anything else that you would like to tell us about the apprentice/s?** |  |

**Apprenticeship Standards**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Standard** | **No. of apprentices** | **Apprenticeship Training Provider** | **Start month** | **Cost per apprentice** | **Total cost** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  | **Grand total** | £ |

***(Add more rows to this table if required)***

**Equality and diversity**

Some of the LPC’s Levy Partners have a focus on equality and diversity, e.g., a focus on young people; getting more men into early year education roles; increasing diversity in the tech sector. If you have recruited your apprentices for the above standards already, completing the table below could increase the number of levy partners that we can match you with. **Please tick the relevant boxes and enter the numbers in reference to just the apprentices for which you are requesting levy transfer funding.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **GENDER** | |  |  | | --- | --- | | Male  *How many apprentices? -* | Not Specified  *How many apprentices? -* | | Female  *How many apprentices? -* |  | |
| **AGE** | |  |  | | --- | --- | | 24 or Below  *How many apprentices? -* | 25 or over  *How many apprentices? -* | |
| **ETHNICITY** | |  |  | | --- | --- | | White - including English, Welsh, Scottish, Northern Irish, British, Irish, Gypsy or Irish traveller, and any other white background  *How many apprentices? -* | Black or Black British - including African, Caribbean or Black British  *How many apprentices? -* | | Mixed/Multiple ethnic groups  *How many apprentices? -* | Other Ethnic group - including Middle Eastern  *How many apprentices? -* | | Asian or Asian British - including Indian, Pakistani, Bangladeshi, Chinese, and any other Asian or Asian British background  *How many apprentices? -* |  | |
| **APPRENTICE BOROUGH OF RESIDENCE –**  *\*\*Some of our levy payers are focussed on supporting apprentices from particular boroughs* | |  |  | | --- | --- | | **No of Apprentices** | **Their Borough of Residence** | |  |  | |  |  |   ***(Add more rows to this table if required)*** |

**Monitoring and Evaluation requirements**

In order to meet the contractual requirements of the LPC and its funding partners and enable us to support your business at no financial cost, the following information will be required. The data that we are requesting is required to evaluate the impact of the LPC, for reporting internally and to funders and supporters. All information related to individuals undertaking apprenticeships will be held in an anonymised format, unless prior approval is secured for communication purposes.

**What Data we need:**

|  |  |  |
| --- | --- | --- |
| **Measure** | **Evidence** | **Time frame** |
| Apprenticeship metrics:   * Standards * Apprenticeship levels * Apprenticeships committed to * Number of apprenticeships starts * Withdrawals and completions | * Through the data submitted in this form * Via contact with your account manager, either directly with you or via your apprenticeship training provider | Quarterly |
| Diversity monitoring information for apprenticeship starts:   * Gender breakdown * Ethnicity * Breakdown of existing employees vs. new hires | * Through the data submitted in this form * Via contact with your account manager, either directly with you or via your apprenticeship training provider | Annually |

The following communications support may also be requested by the LPC team to allow the project to demonstrate impact; these will be discussed on a case-by-case basis, and will be anonymised unless explicit consent is given:

* Case studies and good news stories
* Quotes from employers, apprentices and staff
* Images of workplace support or training of apprenticeships

**Key contacts**

|  |  |
| --- | --- |
| Ajay Purbhoosing, a.purbhoosing@ippr.org | **Account Manager** |
| Emma McWalter, emma.mcwalter@ippr.org | **Programme Manager** |

By signing and submitting this request, you are confirming that the information provided is accurate to the best of your knowledge, and that you will inform the London Progression Collaboration of any changes.

……………………………………………………................ Date ………………………………….

***[NAME, POSITION]***

……………………………………………………................ Date ………………………………….

***[NAME, POSITION]***

appendix one

Project Background

# THE LONDON PROGRESSION COLLABORATION

We’re the London Progression Collaboration. We are delivering a successful pilot project, creating new apprenticeships for low-paid Londoners.

We’re on a mission to make sure low-paid Londoners can secure better-quality, higher-paying work, and to make sure London’s businesses can develop the skills they need to thrive and grow. We exist to tackle the twin challenges of the progression barriers experienced by low-paid workers and the skills shortages facing key sectors, from digital to care.

Through a free business support service enabling small business to offer high-quality apprenticeships, the LPC creates great apprenticeships which address both these needs.

The initiative is being incubated by the Institute for Public Policy Research (IPPR), and delivered with the support of the Greater London Authority (GLA) and J.P. Morgan.

By investing in low-paid workers, we can support people to develop skills which transform their progression opportunities. And by investing in the skills of this workforce, we can grow the skills that businesses need to thrive now and in the future.

**How we use your data:**

All data will be held on Salesforce, a secure cloud-based database solution. It will be accessed on a daily basis by the IPPR account managers working directly as part of the LPC. Downloads of data for reporting purposes will be minimised and scored securing The LPC Director will control access to salesforce, and permissions within it.

Aggregated reporting data will be shared on a regular basis with the following parties, as part of the monitoring requirements for the LPC:

* The LPC project board
* J.P Morgan via Cybergrants, a secure online reporting portal
* All data will be shared with an external evaluator, who will be subject to a further data sharing agreement when appointed

Data error and data breach

Any errors in data should be reported to your LPC Account Manager, or available member of the LPC team, in the first instance.

Any known breaches of data, such as accidental loss or damage or unauthorised disclosure, must be reported to your Account Manager or the LPC Director immediately. This will be managed according to the data policies of IPPR, liaising with the ICO where necessary and appropriate.

**LPC PAY POLICY**

**Background**

The London Progression Collaboration (LPC) supports employers to offer apprenticeship opportunities because they can support progression for individuals out of low-paid work and into higher-quality employment, as well as helping businesses to fill skills gaps. We believe apprentices should be offered good work in its broadest sense. In the Mayor of London's [Good Work Standard](https://www.london.gov.uk/what-we-do/business-and-economy/supporting-business/good-work-standard-gws-0/how-achieve-good-work-standard), this encompasses: fair pay and conditions; workplace wellbeing; skills and progression; and diversity and recruitment.

**Levy-transfer supported apprenticeships**

In many cases, the LPC supports small business to access levy transfer funding to cover the full cost of apprenticeship training. Our levy donor organisations are similarly committed to good work, and many set specific criteria pay criteria around their levy donations and/or would be unwilling to support low-paid apprenticeships. There is therefore a reputational risk to the LPC if we present levy transfer opportunities to levy donors which offer very low salaries. Indeed, you should note that many levy donors require that apprentices supported by their levy transfer are paid the London Living Wage.

**National policy (figures for 2021/22)**

* Apprentice minimum wage: £4.30 per hour, will become £4.81 from 5th April 2022
* Under 18 minimum wage: £4.62 per hour, will become £4.81 from 5th April 2022
* 18-20 minimum wage:  £6.56 per hour, will become £6.83 from 5th April 2022
* 21-22 minimum wage: £8.36 per hour, will become £9.18 from 5th April 2022
* 23 and over:  £8.91 per hour, will become £9.50 from 5th April 2022

**London Living Wage**

The Living Wage Foundation has calculated the London Living Wage (LLW) for 2022 as £11.05 per hour. (2022)

**LPC pay policy**

We strongly recommend that all apprentices supported by the LPC should receive the London Living Wage. Where this genuinely isn't immediately possible, we require that:

* As an absolute minimum, apprentices are paid NMW OR are paid at the same rate as other equivalent employees in the organisation, whichever is higher. Please note that we won't support apprenticeships at AMW.
* Employers paying less than the London Living Wage demonstrate pay progression over the duration of the apprenticeship when requesting levy transfer. Examples of this include: pay increases at 3, 6 and 12 months; the guarantee of a permanent job on a higher salary on completion of the apprenticeship; further training opportunities after the apprenticeship with an associated salary increase.