



# Transfer options

## Support the viability of apprenticeship programmes

Organisations may find themselves in a situation where they only want or need a limited number of apprentices, but their training provider requires a larger number to run the programme. Therefore, they may transfer a percentage of their levy to another trust or health provider to fund apprentices on the same programme to achieve the required numbers. This can also give negotiating power around the cost with the training provider.

## Work in partnership in systems

Organisations are encouraged to collaborate with partners in their ICS to identify future health skills gaps across the area. As a system, organisations can transfer levy funds to smaller health organisations to pay for apprenticeships that provide the skills needed across the region.

## Integrated care system priorities

The levy cannot be used to joint-fund apprenticeship training but, one trust in your ICS can be nominated as the lead organisation to employ apprentices who deliver work benefiting the entire region.

Examples have included a business administrator or project manager apprenticeship. These roles could be used to support and lead the delivery of ICS-wide projects or workstreams. This approach would also strengthen relationships and encourage collaborative working.

Further costs will be associated even with levy support and should be considered early.

## Build capacity in voluntary, community and social enterprise sector

Organisations could work in partnership with voluntary, community and social enterprise care delivery partners, such as local health charities, to identify roles that could be trained through an apprenticeship. These collaborations may help support the care delivery of the funding organisation.

## Outsourced services and the supply chain

Set up an agreement with an outsourced service, or an organisation in your supply chain, to fund an apprentice who will indirectly support service delivery and patient experience.

Examples include:

- Gardeners (horticulture and landscape operative apprenticeship) – an employer could negotiate that the receiving organisation provides a set number of hours per month, spent onsite maintaining green spaces.
- On-site retailers – offer to fund a retail leader or manager apprenticeship.
- Catering (hospitality manager/supervisor or team member apprenticeship) – they would then be deployed in the NHS organisation.

- Payroll (accounting apprenticeship) – where the apprentice works for the outsourced organisation who processes your payroll.
- Pensions (workplace pensions administrator or consultant) – where the apprentice works for the outsourced organisation that processes staff pensions.

## Support health and wellbeing of staff

Organisations could fund an exercise and fitness personal training apprentice in a local sports facility who could offer staff exercise classes, for a set number of hours per month to support the health and wellbeing of staff.

## Support community wellbeing

Transfer levy monies to organisations such as local councils, Sports England, or the British Heart Foundation to provide a community activator coach or community sport and health officer apprenticeship. These apprenticeships could support the engagement of the local community with sports initiatives that help change people's attitudes about health.

## School engagement

Fund a local school or college to provide an employment related services apprenticeship. This apprentice role could support with career coaching and guidance. Strengthening the link between the trust and the school or college.

The apprentice could become an ambassador for the NHS by presenting information about the roles and careers available in healthcare, our [Inspire, Attract and Recruit toolkit](#) offers more advice on how best to raise awareness of apprenticeships.

## Widening participation agenda

Trusts could work with local voluntary, community or social enterprise organisations to fund a youth support worker, and support worker apprenticeships. The apprentices could support and mentor those on work placements as part of a pre-employment programme in the trust. This support could help make the programmes more inclusive and attractive and improve the numbers of those moving into an apprenticeship or a paid role in the trust.

## Other care providers

Organisations could transfer money to charitable organisations or to hospices, care homes and nursing homes. This could fund apprenticeships in clinical roles such as health care assistants, who then support capacity and relationships between care providers.

## Facilitating transfers

To support levy transfer to or from another employer, NHS England (Formerly Health Education England) provides a matching service where they will match organisations with each other. Contact them [via your regional relationship manager for apprenticeships or via email](#).

## Receiving transfers

When receiving a transfer from another organisation, training and assessment costs for the apprenticeship standard will be paid for in full by the transfer.

To receive the transfer, an account on the apprenticeship service must be set up.

The organisation sending the transfer should be encouraged to fund the whole duration of the apprenticeship up to the maximum allowed. If the funds run out you will pay five per cent of the training costs for the remainder of the apprenticeship, the government will pay the rest.

Any organisation can receive apprenticeship transfer regardless of whether they pay the levy or not.