

Do you have a wage bill in excess of £3million and pay the Apprenticeship levy?

YES

NO

Employers with a wage bill of more than £3Million (Levy Payers):

If your wage bill is more than £3million, you should already be paying the apprenticeship levy. You will have a digital account with funds available for apprenticeship training. You can use your Apprenticeship Levy funds for both new recruits and to up skill existing members of staff.

If your apprentice is aged 16-18 you will receive a £1000 incentive payment*.

Your digital account will allow you to:

- receive levy funds for you to spend on apprenticeships
- manage your apprentices
- pay your training provider
- stop or pause payments to your training provider

Employers with under 50 employees:

If your apprentice is 16-18 year old this will be 100% funded by the government and you will also receive a £1000 incentive payment*.

If your apprentice is aged 19+ you will be required to co-invest 10% and will benefit from government funding to cover the remaining 90% of the cost.

Employers with 50+ staff but have a wage bill under £3million:

Funding is available for anyone aged 16+. You will be required to co-invest 10% of the cost of training and will benefit from government funding to cover the remaining 90% of the cost. If the apprentice is aged 16-18 you will also receive a £1000 incentive payment*.

*The 16-18 incentive payments will be paid equally after 3 months and 12 months and are per learner.

If you would like any more information regarding apprenticeship funding, training existing staff or would like to recruit an apprentice please contact Skills for Work on 01274 432170 or email

Nicholas.betteridge@bradford.gov.uk