

A BRIEF GUIDE TO  
THE

# APPRENTICESHIP LEVY

6th April 2017

you are eligible if  
your pay bill is  
more than

£3 million



but you will have  
an allowance of  
£15,000 per year  
to offset against  
the levy to spend  
on apprenticeship  
training.

it will be  
charged at

0.5%

of your annual wage bill

## STEP ONE

Work out what  
your total pay  
bill is

## STEP THREE

Subtract the  
£15,000  
allowance

## STEP TWO

Work out what  
0.5% of your  
total pay bill is

Your pay bill is  
made up of the  
total amount of  
your employees'  
earnings that are  
subject to Class 1  
National Insurance  
contributions.

Employees'  
earnings include  
any money they  
make from  
employment, such  
as wages, bonuses,  
commissions and  
pension  
contributions,

You will include the levy payment in your usual  
PAYE payment to HMRC

PAYE

HMRC

DAS

You will be able to access funds for  
apprenticeships through a new Digital  
Apprenticeship Service (DAS) account.



Unused funds will  
expire within

24 months

The Government will apply a  
10% top-up to the funds you  
have for spending on  
apprenticeship training in  
England.

10%

## HOW WILL I USE THE DAS?

CIOS  
LEP

# A BRIEF GUIDE TO THE DIGITAL APPRENTICESHIP SERVICE

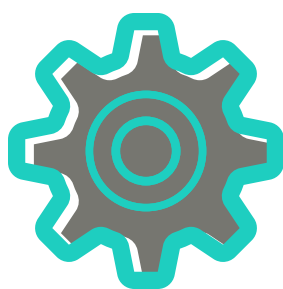
Once you have declared the levy to HMRC, you will be able to access funding for apprenticeships through a new Digital Apprenticeship Service (DAS) account. Through the digital apprenticeship service all employers will be able to:



select an apprenticeship framework or standard



choose the training organisation you want to deliver the training



choose the end point assessment organisation that will assess your apprentices



post apprenticeship vacancies

If you are an employer who pays the levy, you can also use the digital apprenticeship service to:

set the price that you have agreed with your training provider



pay for apprenticeship training and assessment

inform the Digital Apprenticeship Service to stop or pause payments



If you don't pay the levy, you won't have to use the DAS until 2018. Instead, you'll be asked to make a 10% contribution to the cost of your apprentice's training, and the government will pay the remaining 90% - this is called co-investment. You will pay this directly to the training provider and be able to spread the cost throughout the apprenticeship.

For more information contact Cathie Kessell at Cornwall & Isles of Scilly LEP on 01872 322083 or email [cathie.kessell@cornwall.gov.uk](mailto:cathie.kessell@cornwall.gov.uk)

