

Step-by-step: how to get gifted levy (levy transfer)

1 Get your basics ready (before you go on the portal)

You'll move much faster if you already know:

- Which apprenticeship standard you want (e.g., Adult Care Worker, Lead Adult Care Worker, Leader in Adult Care, etc.)
- How many apprentices and planned start dates
- Your chosen training provider- **REALISE LEARNING AND EMPLOYMENT LIMITED**
UKPRN: 10034309

Transfers pay 100% of training + assessment costs up to the funding band maximum.

2 Set up (or access) your Apprenticeship Service account

You need an employer account to apply for transfers and to create the apprenticeship "cohort/commitment".

Go to the Government guidance on using the apprenticeship service and follow the steps to register/log in and manage funds.

Typical things you'll need:

- Your organisation and contact details
- Your PAYE scheme reference (this is commonly required when setting up the employer account)

Should you require support, you can contact our AS service helpdesk

Tel: 08000 150 600

Email: helpdesk@manage-apprenticeships.service.gov.uk

Opening times are 8am to 8pm, Monday to Friday.

During opening times, you will receive a reply to emails usually within 4 hours.

3 Go to the official levy transfer matching portal

<https://transfers.manage-apprenticeships.service.gov.uk/>

Use the government service here: “Find a business to fund apprenticeship training”.

This is the designated place where levy-paying employers post funding opportunities/pledges and where you apply.

4 Search for a suitable “funding opportunity” (pledge)

On the portal, open Search funding opportunities and filter based on what you need, such as:

- Apprenticeship type/level
- Sector/keywords (some pledges specify sectors/locations)
- Whether they support your geography / employer type

The opportunities page explains how pledges can be targeted (sector/location/role).

5 Open a pledge and check the criteria carefully

Each pledge may set requirements like:

- Specific apprenticeship standards/levels only
- Location limits
- Employer size/type preferences
- Any extra requirements (some donors ask to speak with you first)

If you meet the criteria, proceed to apply.

6 Submit your application through the service

When you apply, you’ll typically be asked for:

- Your organisation details
- The apprenticeship standard(s)
- Number of apprentices
- Planned start date(s)
- Sometimes a short description of why you’re applying / workforce need

This service is specifically designed for businesses “of any size” to apply for funding from large levy payers.

7 If the donor accepts, complete the set-up in your Apprenticeship Service account

Once approved, you'll need to:

- Ensure your training provider is selected/linked in your account (REALISE LEARNING AND EMPLOYMENT LIMITED UKPRN: 10034309)
- Create the apprenticeship record ("cohort/commitment") so funding can flow

Transferred funds cover the full apprenticeship duration once agreed.

8 Timing check: make sure the transfer is in place before the apprentice starts

This is important: levy transfers are for funding the apprenticeship training/assessment and need to be arranged in time for the start. (Practical guidance often recommends starting early because approvals can take time.)

9 Start the apprenticeship and keep an eye on payments/records

After the apprentice starts, the apprenticeship service handles payments to the provider from the transferred funds, within the funding rules and band maximums.

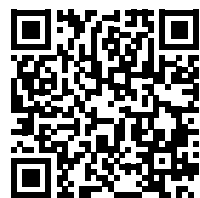
Quick checklist (so you don't get stuck)

- Apprenticeship standard chosen
- Training provider chosen (REALISE LEARNING AND EMPLOYMENT LIMITED UKPRN: 10034309)
- Apprenticeship Service employer account active
- Applied via the official transfer portal
- Transfer agreed before start date

What happens next?

- Apprentices begin their training
- Payments are made automatically through the Apprenticeship Service
- Funding covers the full apprenticeship duration once approved

**Contact our
Partnerships
Team today**



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