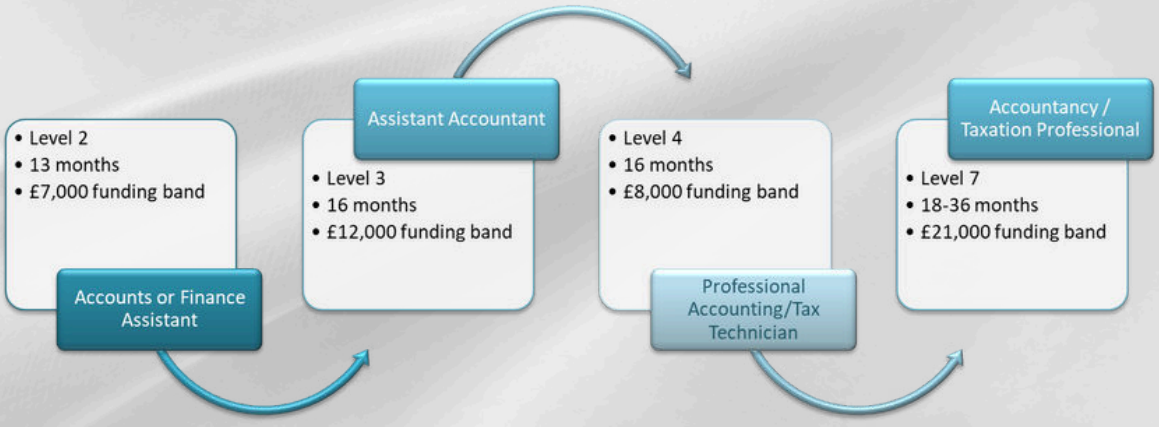
apprenticeships@htftpartnership.co.uk

USING APPRENTICESHIP FUNDING



Navigating the world of apprenticeships for the first time can be daunting - how does the funding work, does the funding cover everything, and what is the commitment expected from the employer?

01 LEVY OR NON-LEVY?

APPRENTICESHIP LEVY

If you're an employer with a pay bill over £3 million a year, you must pay the apprenticeship levy. The amount paid is 0.5% of your employer annual pay bill and must be reported through your Employee Payment Summary.
Your annual pay bill is all payments to employees that are subject to Class 1 secondary NIC such as wages, bonuses, commissions and pension contributions

DON'T PAY THE LEVY?

If you don't meet the requirements of paying in to the apprenticeship levy, you can still access government funding, however you would need to make a financial contribution, called a 'co-investment' of 5% towards the total cost of the apprenticeship, up to the max funding band (see above diagram). This cash contribution towards the cost of training, by the employer, is essential to increase quality and employer engagement. Employers make their co-investment payments directly to the training provider.

PLEASE LET US KNOW IF YOU ARE LEVY OR NON-LEVY AND WE'LL PROVIDE THE RIGHT BROCHURE TO SUPPORT YOUR NEEDS

02 WHAT'S NOT INCLUDED IN THE LEVY - AT LEVEL 7

INITIAL REGISTRATION £89
ANNUAL SUBSCRIPTION (2024 PRICES) £134

EXEMPTION FEES (CHARGEABLE PER EXEMPTION)
APPLIED KNOWLEDGE £98
APPLIED SKILLS £123

EXAMS (AS AT DEC24)
APPLIED SKILLS £163 (5 PAPERS)
ETHICS & PROFESSIONAL £79 (1 PAPER)
STRATEGIC PROFESSIONAL £216 (3 PAPERS)

TOTAL EXAM FEES £1,542

INITIAL REGISTRATION £99
ANNUAL SUBSCRIPTION (2025 PRICES) £145

EXEMPTION FEES £NIL

EXAMS (2025 PRICES)
OPERATIONAL - OT PAPERS £144 (3 PAPERS)
OPERATIONAL - CASE STUDY £248 (1 PAPER)
MANAGEMENT - OT PAPERS £171 (3 PAPERS)
MANAGEMENT - CASE STUDY £256 (1 PAPER)
STRATEGIC - OT PAPERS £241 (3 PAPERS)

TOTAL EXAM FEES £2,172

03 WHAT SUPPORTS A SUCCESSFUL APPRENTICESHIP

EMPLOYER COMMITMENT

Your new apprentice needs to be able to:-

- work with experienced staff
- learn job-specific skills
- have a good study policy in place allowing for 6 hours each week for apprenticeship training, during their normal working hours

LINE MANAGER COMMITMENT

- Contribute to and agree to the plan of training, as developed by yourself and HTFT
- Validate off-the-job training (where agreed and detailed in the plan of training).
- Allow the apprentice to complete their off-the-job training during normal working hours
- Give the apprentice appropriate support and supervision and the opportunity to consolidate new learning in the workplace.
- Assist HTFT in collecting evidence of off-the-job training evidence
- Contribute to quarterly progress reviews with the apprentice HTFT
- Agree, with the apprentice and HTFT, when learning is complete and the apprentice is ready to undertake the end-point assessment.