



# Apprenticeship Levy Recovery

## Blue-printing your apprenticeship scheme

The brand new apprenticeship Levy is just around the corner. It's going to have a really big impact – it will generate over £2 billion that can only be recovered against apprenticeship training. We know that many employers who will pay into the Levy have not employed apprentices before and haven't used apprenticeships to train their existing staff. So where do you start?

You need a really robust plan that forecasts how much Levy will be paid each month against how you can recover against your apprenticeship programme. If you're not an expert in apprenticeships that's pretty tricky to figure out. The maths isn't that complicated in itself – the complexity is more about knowing which apprenticeships to use to get the training you need (so your money isn't wasted); how to secure the right training provider (who wants to buy rubbish training?); how to coach and support your apprentices so that they achieve (no point in funding failure); how to manage all of the above in an efficient way whilst keeping focus on your core business.

Our Apprenticeship Levy Blueprint are designed to provide you with a bespoke road map that demonstrates how all of the above can be done without it costing you more than you have already paid in to the apprenticeship Levy. Each Blueprint is unique. We research and plan each one individually just for your organisation.

Here's a specification of the works that we carry out:

## 1). Organisational Research

We work with you to establish the following:

- a) Value of your annual payroll and Levy payments due monthly
- b) Current internal staff training programmes
- c) Current new staff recruitment – annual volumes, timescales, volumes
- d) Organisational structure – businesses, departments, line management
- e) Current apprenticeship programmes (if any)
- f) Graduate recruitment programmes (if any)
- g) Key skill acquisition objectives
- h) Key staff contacts

## 2). The Planning Phase

We analyse everything we have learned in the research phase and think about what that means for your apprenticeship programme. We turn our thoughts into three headline objectives for you:

- a) Target ‘most appropriate’ apprenticeship Frameworks and / or Standards
- b) Target apprenticeship programme qualifications levels – (2-7)
- c) The annualised monetary value of target apprenticeships

## 3). The Blueprint

Then we write a detailed Blueprint that illustrates all of this and describes how your scheme can be set up and implemented. The Blueprint itself has these headings:

### a) Your Apprenticeship Levy illustrated

- i. Profile of input payments
- ii. Profile of monthly funds including ‘top-ups’ and ‘incentives’
- iii. ‘draw-down’ planning against ‘starts’ targets

### b) Your apprenticeships

- i. Annual volumes to fully recover Levy payments
- ii. Types and levels
- iii. Standards, Frameworks and component qualifications

### c) Apprentices

- i. Existing internal staff enrolment targets
- ii. New staff recruitment and enrolment targets
- iii. Correlation with existing staff training programmes
- iv. Scheme entry criteria

**d) Training and Training Providers**

- i. Training Provision Options
- ii. Recommended training providers
- iii. Recommended delivery patterns
- iv. Recommended assessment practices

**e) Scheme Management**

- i. Apprenticeship Levy management strategy
- ii. Training Provider procurement and management
- iii. Development of Key Performance Indicators and management reporting

**f) Mobilisation**

- i. Set up timelines
- ii. Internal dissemination
- iii. Recommended internal staff / line management training
- iv. Planning for the implantation of the Blueprint and on-going scheme management and maintenance

**g) Pilot Scheme**

- i. Pre Levy payment pilot, free of charge (no training fees to pay)
- ii. 'Pilotee' apprentices progress to Levy group April 2017
- iii. Opportunity to trial methods and processes at no cost

**h) Options**

- i. Developing an in house Training Provider
- ii. Hybrid models of delivering training
- iii. Managed Services

**We'll do all this for you within six weeks of commencement.**

**What does all this work cost ?**

In simple terms we charge £7,500 or 1% of your estimated annual Levy bill – whichever is the greater in value. But we'll waive this fee if you contract us to train a pilot group of 20 apprentices right now.

**[Simply click here to find out more ...](#)**