

# Shropshire Council

## Apprenticeship Levy Transfer Fund

### *Application Process 2022-2023*

Step	Process	Timeline	Dates
1	Application window opens for 3 months	<b>Applications will be assessed within 4 weeks of receipt.</b>	<b>28th September 2022 until 24th December 2022</b>
2	Employers visit <a href="http://www.shropshire.gov.uk/upskill-shropshire">www.shropshire.gov.uk/upskill-shropshire</a> and read Apprenticeship Levy Transfer		
3	Employers download the application form from the website, complete and return to <a href="mailto:apprenticeshiplevy@shropshire.gov.uk">apprenticeshiplevy@shropshire.gov.uk</a>		
4	Applications are collated and scored against the		
5	Applications and evaluation scores are submitted to the Upskill Strategic Board for ratification		
6	Applicants are informed of the outcome of their		
7	Successful applicants will be contacted to set up an online meeting to discuss next steps.		
8	Application window closes. Employer has until 31st March 2023 to commit funding		

**Any questions regarding the information or criteria to be submitted to [apprenticeshiplevy@shropshire.gov.uk](mailto:apprenticeshiplevy@shropshire.gov.uk) and will be responded to within 5 working days.**