

Shropshire Council Apprenticeship

Levy Transfer Fund *Application Process 2023-2024*

APPENDIX 1.

Step	Process	Timeline	Dates
1	Application window opens for 9 months. Applications can be submitted at any time during this period. Once the funds have been spent then the pot will close.	Applications will be assessed within 4 weeks of receipt.	1st April 2023 until 24th December 2023
2	Employers visit www.shropshire.gov.uk/upskill-shropshire and read Apprenticeship Levy Transfer Information and Criteria.		
3	Employers download the application form from the website, complete and return to apprenticeshiplevy@shropshire.gov.uk before the deadline.		
4	Applications are collated, assessed and scored against the evaluation criteria.		
5	Applications and evaluation scores are submitted to the Upskill Apprenticeship First Group for ratification and final decision. Checks are also passed via Finance to ensure sufficient funds are available.		
6	Applicants are informed of the outcome of their application.		
7	Successful applicants will be contacted to discuss next steps. Upskill Shropshire will share the Guidance for Employers to start next steps.		
8	24 December 2024—Application window closes. Employer has 3 months to commit the funding on the Apprenticeship Service Account from the point their application is approved.		

Any questions regarding the information or criteria to be submitted to apprenticeshiplevy@shropshire.gov.uk and will be responded to within 5 working days.