

DiVA



Apprenticeship Levy Management Service

Recovering the Apprenticeship Levy

The Apprenticeship Levy is a new tax that came into force in April 2017. It is a mandatory tax of 0.5% of an employer's wage bill for all employers with an annual pay bill that exceeds £3,000,000.

The bigger your business, the more likely it is you will need to use a variety of apprenticeship programmes. There are a lot of apprenticeships for you to choose from each with different delivery models and pricing. Choosing a programme can be daunting, costly and confusing.

DiVA's Apprenticeship Levy Management Service is designed to help you get an apprenticeship programme up and running that saves you time, enables you to recover your levied tax, meets the training needs of your existing staff and addresses new recruitment needs. We can also assess your eligibility for financial incentives in the form of government grants.

Getting started

To help us learn more about your business, we will start by collecting some simple information from you. We'll look at any existing training you deliver (e.g. internships, short courses), as well as your recruitment needs and plans for growth. If you're unsure how much you will need to pay into the levy, we can work that out for you.

Once we have a picture of your organisation and know how much tax you have to recoup, we will develop an Apprenticeship Levy Delivery Plan that identifies the apprenticeship programmes that work for your business, the costs involved and a timeline for delivery.

What will we do?

- Calculate the amount of levy you will pay
- Analyse your existing internal training programmes
- Learn about your future skills gaps
- Learn about your recruitment needs
- Research suitable apprenticeship programmes
- Identify partner training providers
- Plan the best way to deliver your apprenticeship training
- Explore financial incentives and government co-funding
- Produce an Apprenticeship Levy Delivery plan bespoke to your business

You may choose to use your Apprenticeship Levy to support back office functions such as Digital Marketing, Office Administration, Leadership and Management, as well as more specialist areas. Whatever route you take, having a solid plan in place will support you towards apprenticeship success.



To find out more, please contact DiVA on 0203 189 1784

www.divaapprenticeships.com