

Employer Co-investment Policy

Policy Details	
Policy Owner	Director of Apprenticeships and Business Solutions
CE Sponsor	Executive Vice Principal, Curriculum, Planning and Quality
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Approved by	Corporation Board
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For Work Based Learning apprenticeship standards, Government funding guidelines in place as of 01 August 2022, require training providers to charge **non-Levy** paying employers 5% of the agreed total price to support an apprentice with training and assessment.

*Please refer to **Appendix 1** for detailed guidance on which employers are eligible to access fully funded apprenticeship training for 16–18-year-olds at no cost.*

From April 2017 the way that government funded apprenticeships in England, changed. All businesses operating within the UK with a wage bill of over £3 million were required to contribute to the apprenticeship levy and will be known as **Levy** paying employers.

- If the levy applies to an organisation, it will be required to pay 0.5% of its entire wage bill into the levy. This will be offset against a levy allowance worth £15,000 for each tax year.
- Organisations are only to use levy payments for Government backed apprenticeship standards approved for delivery and published on the Institute for Apprenticeships and Technical Education (IFATE) website.
- Levy payments will expire after 24 months.

Fee contributions are categorised depending on the maximum funding value set by Government (see Colchester Institute Website for latest information)

Government has now introduced the use of Digital Accounts for non-levy employers from April 2021. Processes below have been adapted to reflect this change.

1. Non-Levy Employer Contributions:

- 1.1 Employer contributions become payable either when the learners' commencement date for their apprenticeship falls on or after their 19th birthday or where the employer has **more than 50** employees.
- 1.2 Contributions per apprenticeship are displayed on the Colchester Institute website and are limited to a maximum of 5% contribution of the Governments maximum funding band. The fee for the apprenticeship is calculated on the basis of the anticipated delivery costs, taking into account any prior learning.
- 1.3 Employers are required to complete the Apprenticeship Employer Declaration form for each apprentice where a fee is to be collected.
- 1.4 All Learners where a fee has been agreed will not be accepted on to a programme without the Apprenticeship Employer Declaration Form having been completed and signed by the employer.

- 1.5 Employers will be asked to contribute to EPA costs where the Assessment Organisation fee for the EPA is above 20% of the funding rate that has been agreed with the employer for the Standard. The employer declaration form will confirm these additional fees and any revisions to this form by the Funding & Information team, will be communicated and agreed with the employer. See Appendix 2
- 1.6 Employers must provide payment for resits of End-Point Assessment required by the Approved Apprenticeship Standard where no extra learning takes place before the re-take.
- 1.7 Where for any reason the ESFA requires Colchester Institute to return any incentive payments or any other payment, the employer shall pay to Colchester Institute an amount equal to the sum required to be returned. Colchester Institute shall notify the employer of any requirement to return payments to the ESFA and the employer shall pay such amount to the Colchester Institute within thirty (30) days of such notice.
- 1.8 Employers should be aware that if any payment is not paid as agreed, Colchester Institute will pursue all unpaid debts and may inform debt collection agencies in order to recover the monies owed. Additional costs may be incurred.
- 1.9 Colchester Institute will not allow payments of invoices to be deferred for an employer who has a pending employer £1000 incentive payment.
- 1.10 Where payment is not received the Apprenticeship may be suspended or withdrawn.
- 1.11 Employers must apply for their digital account to reserve funding through a cohort request. Employers will be sent the link to this service through Colchester Institute Business Solutions before commencement of the apprenticeship.
- 1.12 Where indicated in the contract that Colchester Institute will be providing on-line administrative tasks in relation to the employers digital account, the non-levy paying employer must either send a cohort request from their digital account or set up Colchester Institute with training provider permissions within their digital account in order for funding to be passed on by ESFA for each apprentice.

2. Levy and non-levy Employers (Colchester Institute Website for latest information)

- 2.1 Must comply with the terms of any agreement between the Employer and the ESFA.
- 2.2 Must provide payment for resits for End-Point Assessment required by the Approved Apprenticeship Standard where no extra learning takes place before the re-take.
- 2.3 Employers will be asked to contribute to EPA costs where the Assessment Organisation fee for the EPA is above 20% of the funding rate that has been agreed with the employer for the Standard. The employer declaration form will confirm these additional fees and any revisions to this form by the Funding & Information team, will be communicated and agreed with the employer. See Appendix 2
- 2.4 Where indicated in the contract that Colchester Institute will be providing on-line administrative tasks in relation to the employers digital account, the levy paying employer must either send a cohort request from their digital account or set up Colchester Institute with training provider permissions within their digital account in order for funding to be passed on by ESFA for each apprentice.
- 2.5 Employers should be aware that if any payment is not paid as agreed, Colchester Institute will pursue all unpaid debts and may inform debt collection agencies in order to recover the monies owed. Additional costs may be incurred.
- 2.6 Where an Employer error results in the ESFA requiring Colchester Institute to return any incentive payments or any other contribution payment, the employer shall pay to Colchester Institute an amount equal to the sum required to be returned. Colchester Institute shall notify the employer of any requirement to return payments to the ESFA and the employer shall pay such amount to the Colchester institute within thirty (30) days of such notice.
- 2.7 Colchester Institute will not allow payments of invoices to be deferred for an employer who has a pending employer £1000 incentive payment.
- 2.8 Where payment is not received the Apprenticeship may be suspended or withdrawn.
- 2.9 Where apprenticeship training is not funded from the employer's digital account (levy payers with insufficient funds) Colchester Institute shall send invoices in respect of the unfunded charges to the employer. The employer shall pay such invoices within thirty (30) days of receipt.

3. Payment (Non-Levy):

- 3.1 Payment for Apprentices is expected before commencement of the Apprenticeship. This can be paid via the online store via the attached link <https://onlinestore.colchester.ac.uk/product-catalogue/employer-deposits/employer-deposit/employer-apprentice-payments>
- 3.2 Payment by instalment can only be requested for contributions over £1000 and can be agreed by contacting the Finance department of Colchester Institute details can be found on the employer declaration form.
- 3.3 Colchester Institute will not allow payments of invoices to be deferred for an employer who has a pending employer £1000 incentive payment.
- 3.4 A percentage of the co-investment payment is still liable if an apprentice leaves the employer, except within the first 6 weeks of the enrolling onto the apprenticeship.

4. Refunds / Reductions to agreed fee:

- 4.1 An additional reduction to the fee may be negotiated by the Colchester Institute Business Solutions team where an employer agrees to accommodate more than one apprentice, thereby reducing delivery costs. All fees must be agreed prior to subsequent apprentices commencing employment and are based on delivery costs.
- 4.2 Employer contribution fees cannot be transferred between learners.
- 4.3 Where an apprentice leaves employment and the 5% employer contribution has been collected in full or partially, Colchester Institute will refund any unspent funding. This will vary depending on both the Apprenticeship Standard and the length of time the apprentice has been in learning before leaving.
- 4.4 If a learner withdraws and the employer co-investment that is due has not been paid then no future starts will be processed for this employer until all outstanding fees are paid.

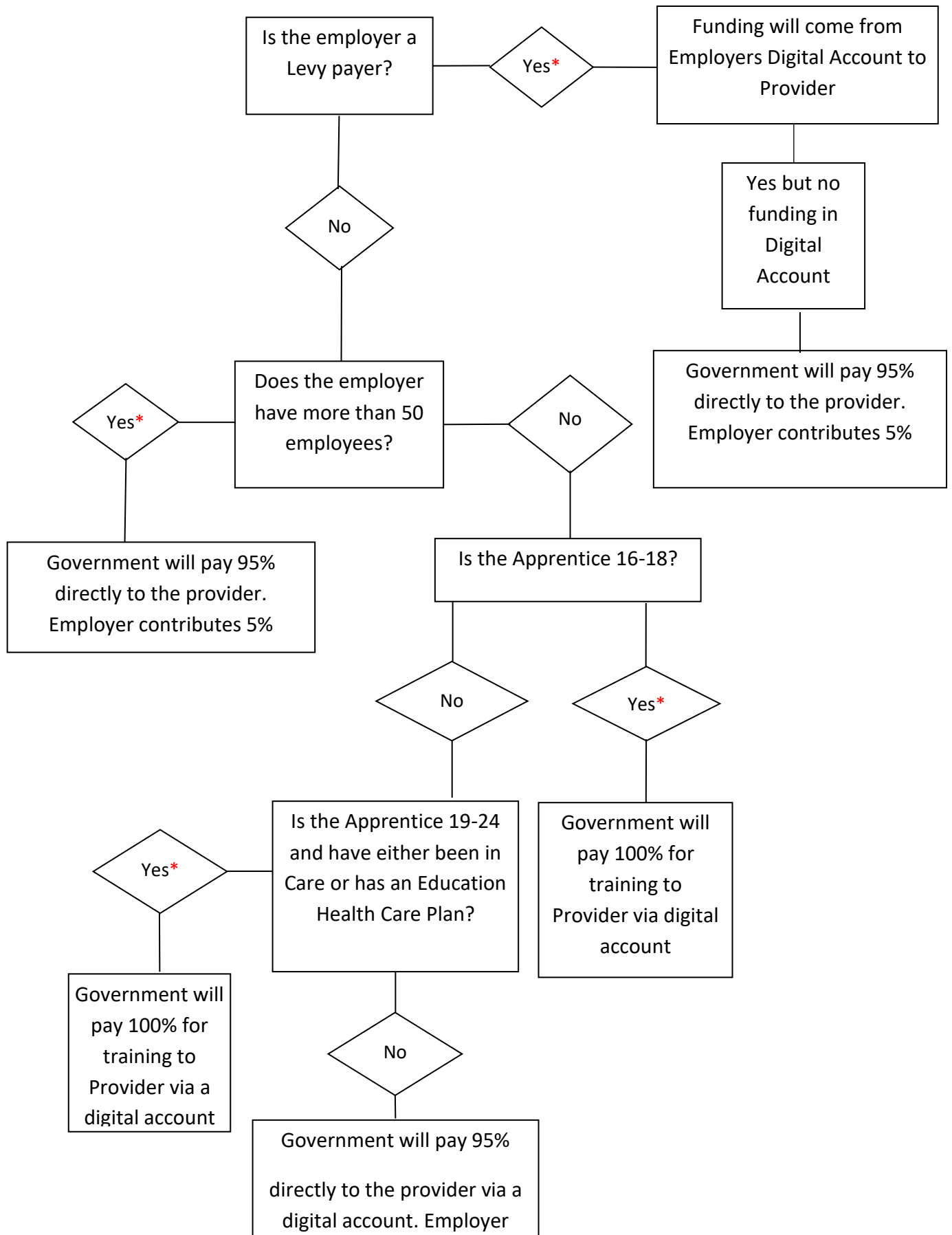
Additional Information:

- All Employers will receive an incentive of £1000, paid over intervals of 3 months and 12 months for taking on a 16-18 apprentice or a 19-24 apprentice who has been in care or has an Education Health Care Plan.

- Functional Skills in English and Maths is paid directly to the provider.

- Additional Learning Support is paid at £150 per apprentice, per month to the provider.
- Apprentices aged 19 years and over may be eligible for Adult Funded courses where these are substantially different to the learning being developed as part of the apprenticeship. Apprentices will need to meet AEB funding eligibility.
- Apprentices who have degrees are now eligible for Apprenticeship funding if it allows the apprentice to acquire new substantive new skills.

Appendix 1: Funding for Apprenticeships from August 2022



Code	Apprenticeship Standard Name	EPA Organisation Name	EPA ID (to be put into ILR)	Full Funding Band (subtract TNP2 price in column G to get the TNP1 price)	Price of Assessment (TNP)	Amendment to Assessment Price (TNP2)	Date change effective from
119	Adult Care Worker	City Guilds	EPA0008	£3,000	£450	£500	06/05/2022
545	Advanced and Creative Hair Level 3	City Guilds	EPA0008	£5,000	£690		
240	Advanced Carpentry and Joinery	Lead Edge	EPA0160	£11,000	£1,300		
133	Assistant Accountant	The Association of Accounting Technicians	EPA0031	£8,000	£619 (Current Fee on AAT Website 06/05/22)		
128	Associate Project Manager	NCFE	EPA0033	£6,000	£850		
283	Autocare Technician	IMI	EPA0023	£12,000	£1,090		
287	Bricklayer	City Guilds	EPA0008	£9,000	£1415 Price per apprentice starts from this amount		
196	Business Administrator	City Guilds	EPA0008	£5,000	£700	£750	06/05/2022
239	Carpentry and Joinery	Lead Edge	EPA0160	£11,000	£1,300		
55	Chartered Manager	CMI	EPA0026	£22,000	£875		
169	Chef De Partie	City Guilds	EPA0008	£9,000	£1,200	£1,215	06/05/2022
222	Commercial Procurement and Supply	CIPS	EPA0025	£9,000	£1,020		
93	Commis Chef	City Guilds	EPA0008	£8,000	£1,100	£1,115	06/05/2020
122	Customer Service Practitioner	City Guilds	EPA0008	£3,500	£550	£565	06/05/2022
79	Cyber Intrusion Analyst	BCS	EPA0001	£18,000	£1,865		
61	Dental Nurse	City Guilds	EPA0008	£6,000	£600 version 1 (9752-12) - Starts before 07/11/2018 £750 version 2 (9752-22) - Starts from 07/11/2018 £580 - version 3 (4238-12) - Starts from 01/06/2021	£615 version 1 (9752-12) - Starts before 07/11/2018 £765 version 2 (9752-22) - Starts from 07/11/2018 £920 - version 3 (4238-12) - Starts from 01/06/2021	06/05/2022
78	Digital Marketer	City Guilds	EPA0008	£11,000	£1,000	£1,015	06/05/2022
430	Early Years Educator	NCFE	EPA0033	£6,000	£700		
550	Early Years Practitioner	NCFE	EPA0033	£4,000	£700		
523	Engineering Manufacturing Technician	EAL	EPA0010	£21,000	£2,492		
167	Engineering Technician	EAL	EPA0010	£26,000	£1,737		
159	Event Assistant	Professional Assessment Ltd	EPA0095	£9,000	£1,100		
8	Financial Services Administrator	DSW	EPA0041	£12,000	£1,020		
94	General Welder L2	TUV UK Ltd	EPA0094	£9,000	£1,800		
388	Groundworker	To be confirmed	To be confirmed	£9,000	To be confirmed		
157	Hair Professional	City Guilds	EPA0008	£7,000	£219 Price per apprentice starts from this amount		
138	Hospitality Supervisor	City Guilds	EPA0008	£4,000	£1,000	£1,015	06/05/2022
96	Hospitality Team Member	City Guilds	EPA0008	£4,000	£930	£945	06/05/2022
190	HR Consultant/Partner	1st for EPA Ltd	EPA0440	£7,000	£950		
191	HR Support	1st for EPA Ltd	EPA0440	£4,500	£800		

Code	Apprenticeship Standard Name	EPA Organisation Name	EPA ID (to be put into ILR)	Full Funding Band (subtract TNP2 price in column G to get the TNP1 price)	Price of Assessment (TNP)	Amendment to Assessment Price (TNP2)	Date change effective from
238	Improvement Technician	Highfield Awarding Body for Compliance	EPA0042	£4,000	£612		
618	Information Communications Technician	City Guilds	EPA0008	£15,000	£1,015		
5	Installation Electrician/Maintenance Electrician	NET	EPA0027	£18,000	£700		
118	Lead Adult Care Worker	City Guilds	EPA0008	£3,000	£450	£500	06/05/2022
537	Leader in Adult Care	City Guilds	EPA0008	£7,000	£915		
402	Learning and Skills Teacher	NOCN	EPA0014	£10,000	£1,410		
11	Manufacturing Engineer Level 6	EAL	EPA0010	£27,000	£1,238		
399	Metal Fabricator	TUV UK Ltd	EPA0094	£27,000	£3,300		
62	Mortgage Adviser	DSW	EPA0041	£9,000	£900		
59	Motor Vehicle Service and Maintenance	IMI	EPA0023	£15,000	£1,194		
1	Network Engineer	City Guilds	EPA0008	£17,000	£1,000	£1,015	06/05/2022
241	Operational Firefighter	SFJ Awards	EPA0082	£14,000	£1,640		
104	Operations/Departmental Manager	City Guilds	EPA0008	£7,000	£950	£965	06/05/2022
225	Plumbing and Domestic Heating Technician	City Guilds	EPA0008	£21,000	£2,500	£2,515	06/05/2022
590	Procurement & Supply Assistant L3	Skills for Logistics	EPA0105	£6,000	To be confirmed		
364	Production Chef L2	City Guilds	EPA0008	£5,000	£790		
117	Professional Accounting/Taxation Technician	The Association of Accounting Technicians	EPA0031	£8,000	£818 (Current Fee on AAT Website 06/05/22)		
23	Property Maintenance Operative	City Guilds	EPA0008	£9,000	£625	£640 Price per apprentice starts from this amount	06/05/2022
31	Senior Financial Services Customer Adviser	DSW	EPA0041	£8,000	£900		
151	Senior Healthcare Support Worker	City Guilds	EPA0008	£5,000	£500	£515	06/05/2022
615	Senior People Professional	1st for EPA Ltd	EPA0440	£19,000	£1,950		
111	Supply Chain Warehouse Operative	Pearson	EPA0016	£3,000	£450		
297	Teaching Assistant	NCFE	EPA0033	£5,000	£600		
105	Team Leader/Supervisor	City Guilds	EPA0008	£4,500	£650	£750	06/05/2022
436	Vehicle Damage Paint Technician	IMI	EPA0023	£15,000	£1,494		

** Depends on number registered