

**Busy  
Bees.**

Education and Training

**How we can  
support you.**

## Thinking about Training?

We are the experts, allowing us to offer the right programmes and you to make the biggest impact on your business.

### So what happens when you contact Busy Bees Education and Training?

- We receive your enquiry and set up a telephone call to discuss how we can help.
- During the call, we explore your requirements: upskilling vs recruiting, funding, programme lengths, and how we can support you in moving forward.

We also cover apprenticeship details, including:

- 20% off the job hours and the minimum contracted hours a learner must work.
  - How a degree won't affect funding, providing it is in a different sector.
  - The number of learners.
  - Costs and best funding streams.
- Once an agreement is in place, we issue a contract to deliver training to the highest standard.

We make sure you are fully supported with information, advice and guidance every step of the way.



## Understanding the Levy and Funding

The Apprenticeship Levy is a tax paid by employers and designed to help companies offer more apprenticeships. It was originally introduced to benefit businesses by boosting essential training and developing apprenticeship programs.

The Apprenticeship Levy is incredibly beneficial to businesses, helping you to boost essential training and develop apprenticeship programs while increasing employee engagement.

About the levy:

- It applies to those with a payroll of more than £3 million
- It is used to fund apprenticeship training
- Charged at 0.5% of an employer's total payroll
- Collected monthly through PAYE.



### Levy paying businesses

*A larger organisation, typically with multiple sites, you have the ability to deliver an unlimited number of apprenticeships.*

In England, control of apprenticeship funding is put in the hands of employers through the Digital Apprenticeship Service.

Each employer receives an allowance of £15,000 to offset against their levy payment.

### Non-Levy paying businesses

*As a smaller organisation, you have the opportunity to co-fund apprenticeship costs.*

Employers who do not pay the levy, or want to invest more in apprenticeship training than they have available in their levy accounts, benefit from significant government funding to support their commitment to apprenticeships.

From 1 April 2021, the rate of co-investment is 5%, with the government covering the remaining 95% of the cost of apprenticeship training (applicable to learners over 18. 16-18 year olds are 100% funded by the government.)

This employee contribution is essential to increase quality and employer engagement, and is made directly to the training provider.

We support your non-levy business to connect with BBET, and guide you through the process of reserving funding and how to create your Digital Apprenticeship Account.



## Adult Learner Loan

Similar to a student loan, applicants apply for the cost of the qualification via a Government website. In order to access this funding, they need to be 19 or over on their first day of learning.

Once approved, the funding is allocated to us as the training provider and we enroll the applicant on the diploma. With this route, Functional Skills will not be included.

In most cases, all of the following must apply. You must:

- be living in the UK on the first day of your course.
- be a UK national or have 'settled status' (This means there are no restrictions on how long you can stay.)
- have been living in the UK, Channel Islands or Isle of Man for 3 years before starting your course.
- If you have settled status because you're a victim of domestic violence, you do not need to have lived in the UK, Channel Islands or Isle of Man for 3 years.

If this route is selected, the learner can complete the qualification quicker than the standard length of the programme.

When we have found suitable candidates, we liaise with you to organise an interview. When you have found that perfect candidate, we will offer them the position.

The candidate will complete a series of initial assessments and induction, and then start their journey of learning.



## Company Sponsored

In the case of company sponsorship, your business would be invoiced for the cost of the candidate's qualification.

Like Adult Learner Loans, this training course would be for the diploma only. Functional Skills will not be included. Please be aware that company sponsorship is not available for all qualifications.

If this route is selected, the learner can complete the qualification quicker than the standard length of programme.



## Grow your own Talent

We also support companies to up-skill their existing staff. This is slightly different process to recruiting candidates.

The process begins in the same way, with a telephone call to discuss qualifications, funding, number of learners, funding routes, and DAS. Once a contract is in place and your application has been received, we will have an initial call with the learner to confirm:

- the qualification they wish undertake
- programme length and breakdown, for example - 18 month in learning and 3 months EPA will mean a 21 months programme
- Functional Skills requirements
- 20% off the job hours
- exemptions
- EPA - what this is and who does it
- assessment methods
- commitment to their learning.

The learner will then complete our initial assessments and induction, before embarking on our training to develop their career, talent, and a bright future with your business.

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