

## Apprenticeship Levy Transfer Expression of Interest (EOI) Form

Please complete this form if you would like to submit an EOI to receive a transfer of Apprenticeship Levy funding from Swindon Borough Council. This form should be completed by the person who has the authority to make the request.

Once submitted your EOI will be considered against the criteria for transfer and alignment with strategic aims. The completion of this form should not be considered as a commitment by Swindon Borough Council to transfer Apprenticeship Levy funding to the requesting organisation.

<b>Date of Submission</b>	
<b>Name of Business/Organisation</b>	
<b>Type of Business/Organisation/Sector</b>	

Contact Details:			
Name		Position	
Phone No:		Email:	

Eligibility Criteria: please select the relevant criteria that relates to your EOI			
Partner, stakeholder or organisation in the Council's supply chain based in the Borough of the Council that supports the strategic aims of the Council.		Voluntary, community and social enterprise (VCSE) sector serving the Borough of Swindon residents.	
Borough of Swindon school or early years provider that does not pay into the Council's Apprenticeship Levy		Employer that has Apprenticeship opportunities for 16-18 year olds but is not able to access a training provider that has funding available.	
Small Medium Enterprises (SMEs) based in the Borough of Swindon, who as a non-levy employer would have difficulty accessing funding for apprenticeship training.			

Please state how your proposed Apprenticeship(s) support the Council's strategic aims pertaining to apprenticeships as detailed below.	
<b>Priority 1. Build an economy that works for you:</b> creating more well-paid jobs, attracting further investment in our town and making Swindon a great place to start to grow businesses.	
<b>Priority 2. Protect and enhance our heritage, cultural and leisure facilities:</b> delivering improvements now and securing long-term investment.	

<b>Priority 3.</b> Deliver sustainable growth: through high quality affordable homes alongside infrastructure to support our growing town.	
<b>Priority 4. Equip all young people with the education and skills they need:</b> through additional and enhanced skills and higher education opportunities.	
<b>Priority 5. Make Swindon greener and more sustainable:</b> we will help residents to reduce their environmental impact and, as a council, we will aim to achieve net zero emissions by 2030.	
<b>Priority 6. We will make Swindon safer, fairer and healthier:</b> by helping people to help themselves while always protecting our children and adults, increasing health and wellbeing facilities and tackling crime and anti-social behaviour.	

\*Higher Level apprenticeships are qualifications above 'A' Level or equivalent. For a list of Apprenticeships and Levels, refer to Institute for Apprenticeships Website <https://www.instituteforapprenticeships.org/apprenticeship-standards/>

Please give details of any other additional support that you would be able to offer our priority groups e.g. mentoring, work experience for young people within disadvantaged groups, traineeships, bursaries for care leavers etc.

Please indicate the number of Apprenticeships that you would like the transfer to fund, including the level, name, duration cost of the appropriate Apprenticeship Standard, and proposed training provider if known.

Apprenticeship Standard (Name)	Level	Durations (months)	Cost	Training Provider (if known)	No. of places	Planned start date (approx.)
<b>Will you use the transfer funding for:</b>						
New recruit		Existing recruit		Both		

**Declaration:** I declare that the information contained in this form is correct and that the submission of this form does not automatically entitle my organisation to any transfer of funds. I understand that a percentage of all transferred funds may be considered as State Aid. This represents the amount of co-investment I would have had to contribute towards the Apprenticeship if funds were not transferred and that it is my responsibility to check that receipt of any transfer will not take the organisation over the allowed state aid limit.

Please insert Signature:

Please return Form to: [apprenticeshiplevy@swindon.gov.uk](mailto:apprenticeshiplevy@swindon.gov.uk)

**Privacy Statement:**

The information that you provide on this form will be held by Swindon Borough Council and used by us to administer and process your application. Your information will not be used for any other purpose by the Council and will not be passed to any third party without your permission.

**View our Full Privacy Statement:**

[https://www.swindon.gov.uk/info/20028/open\\_data\\_and\\_transparency/912/privacy\\_notice](https://www.swindon.gov.uk/info/20028/open_data_and_transparency/912/privacy_notice)

## Outcome of EOI

Date EOI discussed:		Has a transfer been agreed:	Yes / No
SBC Contact name & details:			
If transfer not approved please state reason(s) why:			
If funded, details of course and numbers of apprentices			
Amount of funding agreed:	£	Date receiving organisation informed of available funding:	