

## Apprenticeship Guidance for RHA members

### Accessing training from the Apprenticeship Levy in England

23<sup>rd</sup> October 2019

#### What is the Apprenticeship Levy?

1. The Apprenticeship Levy is a fund that the Logistics sector has paid more than £280M into. This sector has drawn down less than 10% of the amount paid in. It is designed to fund the training of apprentices and can be accessed by large and small businesses.

#### The criteria

2. Although apprentices must be at least 16 years old, LGV apprentices must be at least 18 years old and employed. They combine working with studying to gain skills and knowledge in a specific job.
3. Apprentices can be new or current employees. You can get government funding to cover most of the cost of training and assessing an apprentice.

#### How does it work?

4. There are various apprenticeships in the logistics sector. This document deals primarily with Large Goods Vehicle (LGV) Driver Standard
5. England, Scotland, Wales and Northern Ireland all have different process and procedures for employers to access these funds. Please ensure you use the relevant process applicable to the country where your business is located.
6. The RHA have been working on HGV driver shortage issues and the acquisition of vocational HGV driving licenses. Category C apprenticeship funding currently exists. We are working towards providing both Category C and Category C+E driver training.
7. The easiest and most straightforward way is to contact a [Training Provider](#) close to you. Select *Large Goods Vehicle (LGV) Driver*.
8. The Training Provider will guide you through the process, apply for the funding on your behalf and deliver the training!



# The Road Haulage Association

## How much money can I get?

9. The Apprenticeship Levy covers the cost of training. Test fees are not
  - Large Goods Vehicle (LGV) Driver. This is the term given to the Institute For Apprenticeship , Category C HGV training Standard.
  - Category C license funding provision for the training element is currently £5000.
  - Category C+E license funding for the training provision we are seeking £7000.

## Eligibility for funding

10. All businesses are eligible.
11. The type of funding depends on whether you pay the apprenticeship levy or not. You pay the levy if you're an employer with a [salary bill over £3 million each year](#).
12. If you do not pay the levy. You pay 5% towards the cost of training and assessing your apprentice.

## If you do not pay the levy

13. You pay 5% towards the cost of training and assessing your apprentice. You need to agree a payment schedule with the training organisation, or pay them directly for the training
14. The government will pay the rest (95%) up to the [funding band maximum](#), which in the case of Category C license is £5000. They pay it directly to the training organisation.
15. You could be eligible for [extra funding](#) depending on both your and your apprentice's circumstances.

Tom Cotton  
Policy – England & Wales  
Road Haulage Association  
[t.cotton@rha.uk.net](mailto:t.cotton@rha.uk.net)