



Levy Transfer Process

REQUEST

LCC Partner Requests
Levy contribution

LCC Service recommend
partner for Levy Transfer

OPPORTUNITY AND SELECTION

- Partner completes Expression of Interest for Transfer of Levy funds.
- Forms submitted to apprenticeships@leeds.gov.uk

REVIEW OF REQUEST

- Request reviewed by Apprenticeship Board
- Assessed against criteria including how this fits with Best Council Plan and visions for the City

AUTHORISATION AND TRANSFER

- Outcome of decision communicated to partner.
- If authorisation given, contract drawn up and Levy forms completed.
- Transfer of funds arranged via DAS