

Top 7 myths about the apprenticeship programme

1 “As my levy funds expire after 24 months then I cannot use them to fund all of an apprenticeship that lasts longer than 24 months”

- FACT: New funds enter your account every month for as long as you declare levy payments, so the fact that your funds expire 24 months after entering your account doesn't stop you meeting the full costs of an apprenticeship that lasts longer than 24 months.
- The costs of an apprenticeship are spread over the full length of the apprenticeship and are met in monthly instalments. We always use the oldest funds in an account first to minimise the risk of funds expiring.
- Apprenticeship funds will be taken out of your account 24 months after they enter it, unless you:
 - Spend them on apprenticeship training and assessment.
 - fund an apprenticeship with another employer through transfers.
- If you do not have sufficient funds in your account, you will need to co-invest with government to cover the monthly cost. The government will pay 95% of the balance due and you will need to pay the remaining 5% direct to your training provider.
- You can use the apprenticeship service's [Estimate my apprenticeship funding tool](#).

2 “If you don't spend all your levy, it gets spent by central government on other things”

The apprenticeship levy funds all apprentices currently in training – those already in an apprenticeship and those just starting, those working for employers who pay the apprenticeship levy, and those working for employers who do not.

3 “20% off-the-job training is inflexible: it has to involve 1 day off a week, spent in college”

FACT: Off-the-job training does not have to involve one day a week spent in college. It can be delivered in a way and place that suits you and the provider, allowing the apprentice to learn the new knowledge, skills and behaviours required. The style and timing of the learning is very varied – it could be a block of time in a residential setting or online learning to fit in with shifts. We publish guidance with best practice examples – it's available [here](#).

4 “Providers have to advertise apprenticeship vacancies for us”

- FACT: As an employer you are free to advertise your own apprenticeship vacancies directly on your own websites, along with any other details including application processes. You do not have to advertise through providers.
- Levy payers and employers with an apprenticeship service account can access the [Recruit an apprentice \(RAA\)](#) service, to build a vacancy which will then be displayed on the [Find an apprenticeship \(FAA\)](#) service. FAA is used by potential apprentices to find and apply for suitable vacancies all in one place. Levy payers can access RAA through their account. Non levy paying employers should contact their training provider who can post on their behalf.
- Employers can now post their own vacancies on Recruit an apprentice, which then show up on FAA.

5 “Apprenticeships cannot be used for existing staff”

FACT: Apprenticeships can be used to upskill and or retrain employees of any age, including older workers or existing staff, as long as the apprenticeship is giving them new skills to enable them to achieve competence in their chosen occupation.

6 “Apprenticeships are only entry level – they are for low skilled people”

FACT: Apprenticeships are available from Level 2 (GCSE equivalent) right through to Levels 6 and 7 (equivalent to a Bachelor's or Master's degree). Some apprenticeships may also offer additional professional qualifications, such as ACCA. You can check the [Institute for Apprenticeships website](#), which is constantly being updated as new standards become [available](#).

7 “Apprenticeships are only for young people (16-18)”

FACT: Apprenticeships are available to people of all ages – anyone over the age of 16 living in England can apply. There are different entry requirements depending on the industry, job role and apprenticeship level.