

My ref: CPCA LevyPool  
Your ref:  
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**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

The Mayor's Office  
72 Market Street  
Ely  
CB7 4LS

## **Joint letter from CPCA and ESFA to employers wishing to transfer levy as a 'Levy Pledge'**

Dear Levy Employer

Thank you for agreeing to work with the Cambridgeshire and Peterborough Combined Authority (CPCA), to support a pilot for a new way of utilising unspent levy funds to support the growth of Apprenticeships in SMEs across Cambridgeshire and Peterborough.

We are working with the Department for Education (DfE) to pilot a new approach to securing unspent levy from participating employers and transferring this to Cambridgeshire and Peterborough SMEs. We are doing this with the aim of increasing the volume of high-quality Apprenticeships with a particular focus on STEM Apprenticeships and those in supporting sectors across our region.

You have agreed to transfer at least 10% - 25% of your monthly forecast unspent levy. In return, the Education and Skills Funding Agency (ESFA) will provide you with a dedicated Account Manager who will support you with the steps you need to take on the apprenticeship service.

The CPCA and their Levy Advisor Team will identify SMEs in the region looking to take on Apprentices, where your support will enable them to do this without needing to pay a contribution. The Levy Advisor's will also support you with the online system, and accessing a Provider who will support you in recruiting an Apprentice.

As part of the Levy Pooling Service, we would also seek to create a network of Levy Employer Mentors who can support and mentor their receiving employer. We recognise that some employers may be able to pass on their knowledge and experience of using the levy.

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The ESFA are clear that the employer receiving a transfer from you is wholly responsible for the apprenticeship. This includes their contractual obligations to the training provider, apprentice and any future Ofsted rating. As a sending employer, you will not be party to any contracts, and the only thing you are committing to is to fund an apprenticeship to completion.

*Any publicity will identify the fund as a collective contribution from businesses across Cambridgeshire and Peterborough, CPCA would ask express permission before publicising your involvement.*

In making the transfer, you will be fully funding the training of an apprentice in a vital sector for Cambridgeshire and Peterborough and supporting the region's SME community, helping more people gain essential skills to further drive regional economic growth.

Yours sincerely



James Palmer  
Mayor of Cambridgeshire and Peterborough

