

Shropshire Council Apprenticeship Funding Transfer Application Process Timeline 2026/27

APPENDIX 1.

Step	Process	Timeline	Dates
1	Application window opens for 9 months. Applications can be submitted at any time during this period. Once the funds have been spent then the pot will close.	<p>Applications will be assessed within 4 weeks of receipt. Outcome will be issued within this time period which will start the 3 month timeline for committal of funds.</p> <p>Employer will need to acknowledge outcome within 1 week of receipt of outcome.</p>	<p>1st April 2026 until 31st December 2026</p>
2	Employers visit Upskill Shropshire Webpages and read Apprenticeship Fund Transfer Information and Criteria.		
3	Employers download the application form from the website, complete and return to apprenticeshiplevy@shropshire.gov.uk .		
4	Applications are collated, assessed and scored against the evaluation criteria.		
5	Applications and evaluation scores are submitted and are reviewed and scored by Apprenticeship lead. Checks are also passed via Finance to ensure sufficient funds are available. Final decision on application is made.		
6	Applicants are informed of the outcome of their application.		
7	Successful applicants will need to read Guidance for Employers and accept funding within 6 weeks and commit funding within 3 months of approval in principle.		
8	<p>Employer will need to return the Case Study documents by end of first year of the apprentice(s) being on programme.</p> <p>Employer should keep Upskill Shropshire up to date of any changes to the apprentices programme (completion/withdrawal/break in learning) to enable us to manage funds effectively.</p>	<p>Case study document issued to employer by Upskill Team and needs to be returned.</p> <p>Reporting on quarterly basis to Upskill Team.</p>	<p>Returned within 1 month of request.</p> <p>Returned within 5 days of request from Upskill Team.</p>

Any questions regarding the information or criteria to be submitted to apprenticeshiplevy.gov.uk. The team will acknowledge receipt of application within 5 working days.

Applications will need to be fully completed or they shall be returned and not assessed.