

## Coventry City Council's Apprenticeship Levy Transfer

### CASE STUDY – SOCIETY FOR THE ENVIRONMENT

Coventry City Council (CCC) transfers its available apprenticeship levy fund to support small to medium sized enterprises (SMEs) who are non-levy-paying businesses. The funding is available for eligible SMEs in Coventry or SMEs outside of the city who employ Coventry residents. It supports employers to employ individuals and helps to develop their skills whilst gaining a recognised qualification.



The scheme supports a variety of apprenticeship programmes, upskilling existing members of staff or new recruits.

CCC is keen to make its Apprenticeship Levy Fund Programme support as many businesses and residents of Coventry as possible. It is particularly interested in transferring its funds to employers that can commit to recruiting people from Coventry as apprentices for care leavers, young people, particularly who are not in education, employment or training (NEETs), parents or carers returning to work and people with disabilities.

### **Society for the Environment**

Coventry & Warwickshire Chamber of Commerce Training is working in partnership with CCC to promote the CCC Apprenticeship Levy Fund Transfer. One example of a company that has recently accessed the apprenticeship levy funding is Society for the Environment, the body responsible for the registration of environmental professionals. The funding was used to recruit an apprenticeship opportunity for Katie Wilcox who pursued a Business Administration Level 3 Apprenticeship.

During the apprenticeship programme, Katie developed her communication skills and the correct use of business etiquette. Using her ICT enhanced skills; she has developed the company website and learnt how to create video and podcasts to use across social media. The apprenticeship training has helped Katie to become more productive, more independent and able to take on more responsibility within in her role.



*Elaine Rutherford*

Commenting on the successful access of Coventry City Council's Apprenticeship Levy Fund Transfer, Elaine Rutherford (left), Operations Manager at Society for the Environment said: "Coventry City Council have been excellent in helping the Society to arrange funding, especially during lockdown. Having invested time and energy to find the right course for Katie, the funding has been invaluable as it has helped to plug the skills gap in the organisation, identify talent in other areas which have opened up exciting opportunities. It has greatly improved our company performance, accuracy and quality of work. I would recommend all companies to follow suit in applying for funding. Chamber Training's apprenticeship programme has certainly helped Katie to become more productive and supported her with taking on additional responsibilities."



Commenting on the skills she has gained during her apprenticeship, Katie Wilcox said: “This training has really pushed me to learn new skills within my job role, boosting my capabilities and potential, and teaching me that self-improvement is the key to success in everything that I do.”



*Katie Wilcox*



*Natalie Lane*

Natalie Lane, an Account Manager at Chamber Training, said: “Coventry City Council is supporting small to medium businesses to acquire the skills they need to thrive. It’s a simple, straight forward process to request the apprenticeship levy funding and it can really make an impact on the future success of your business. We are delighted that Society for the Environment was able to take on Katie as an apprentice and we wish her all the best in her chosen career path.”

To find out more about Coventry City Council’s Apprenticeship Levy Transfer Scheme please contact Anne-Marie Tranter on [anne-marie.tranter@coventry.gov.uk](mailto:anne-marie.tranter@coventry.gov.uk) or 07973 260583.