



Apprenticeship Levy Governance Policy (Surrey and Sussex) (1212/2026)

Abstract

This policy is to inform everyone connected with Surrey Police and Sussex Police, in relation to the process needed to be able to agree an apprenticeship course within both Forces and how the apprenticeship levy will be managed within the Learning and Professional Development Management Team. This policy does not relate to new apprenticeship applications but for establishing new apprenticeship courses to both Forces.

Policy

1. Introduction

1.1 The Apprenticeship Levy was introduced in 2017 and is paid by all employers who have an annual pay bill of £3million or more. The rate of the levy is set at 0.5per cent of the total pay bill and is paid to His Majesty's Revenue and Customs (HMRC) through the pay as you earn (PAYE) process. This funding will be available to pay for apprenticeship training via the Digital Apprenticeship Service.

1.2 The Apprenticeship Levy will mean a step change in apprenticeship numbers and quality. This delivers on the Government's commitment of increasing apprenticeship numbers.

1.3 Since its introduction, the Apprenticeship Levy has provided opportunity for Surrey Police and Sussex Police to scale-up their approach to embedding apprenticeships across both Forces, especially considering new apprenticeship programmes requested by both Forces.

1.4 This policy sets out the framework for how new apprenticeship schemes are going to be managed and operated within both Forces in line with the Apprenticeship Levy 2017 (Finance Act 2016) and ensure that the monies budgeted are used to ensure the best use of apprenticeships through both Forces and ensure that there is adequate monitoring of monetary use of levy within the Forces.

2. Scope

2.1 This policy sets out the framework for how the Apprenticeship Levy will be governed to ensure maximising and managing funding opportunities across both Forces within the Government guidelines.

3. Policy Statement

3.1 This policy is to ensure that Surrey Police and Sussex Police have an appropriate process in order to consider the impact of funding on the Apprenticeship Levy where the introduction and roll out of apprenticeship schemes are applied within the Forces.

3.2 All apprenticeship training is funded through the Apprenticeship Levy which is authorised by the People Prioritisation Meeting (PPM) in accordance with the Apprenticeship Strategy. Training may be provided by either Surrey Police or Sussex Police or by another training provider.

3.3 Policies and associated guidance will inform decision making which should consider organisational values, professional judgement (on the context and circumstances of each situation) and 'policing principles'. Decisions and subsequent action taken should be proportionate, legitimate and ethical as informed by the [National Decision Model \(NDM\)](#).

Procedure

1. Application

1.1 Where a business area is exploring options for the delivery of Police Staff Apprenticeship Programmes (other than Police Community Support Officer Apprentice (PCSOA) or Police Constable Degree Apprenticeship (PCDA)), their first port of call should be with their Business Partner in order for them to be able to explain in full the sign off process in relation to funding for the program.

1.2 The use of the Levy funding will need consent from Head of Learning and Professional Development (L&PD). The business case will need to be sent to the Head of L&PD **before any transactional process is put in place**.

1.3 All apprenticeship programmes outside of the PCSOA and PCDA will have to be agreed and signed off by the Head of L&PD.

2. Employment Data

2.1 Surrey Police and Sussex Police collect and process personal data relating to police officers and police staff to manage the employment relationship. It is important that individuals understand how that data is collected and used in order to meet the Force's data protection obligations. Further details can be located on intranet by searching for 'Privacy Notice'.

3. Supporting Guidance

3.1 Police Staff Apprenticeship Guidance.

Team: People Services Department. Learning and Professional Development