**UCL Levy Transfer Process via Pledge – April 2024**

**1 Selection Criteria see Guidance document.**

**DAS – Digital Apprenticeship Service**

**2 Due Diligence Checklist see Appendix D**

**3 If your application is rejected you can still submit further applications. If this is the case, we would recommend that you speak with us before submitting so that we can discuss the reasons for the rejection.**

**Levy Transfer Panel information – see Guidance document.**

**Automatic approval given after 6 weeks if 100% criteria met, and no decision made.**

|  |  |
| --- | --- |
| **Timeline** | 6 weeks maximum  4 weeks maximum  2 weeks maximum |
| **UCL Apprenticeship Team** | Notification received  Update DAS with decision  Complete Due Diligence2  Notification received  Promote pledge on webpage and through internal partnership communications  Further information needed?  No  No |
| **Receiving**  **Employer** | yes  Approval Received  Confirm acceptance on DAS  Set up account on DAS and submit Application  Provide further information  yes  Yes  Rejection received3  No |
| **Levy Transfer Panel** | Approve transfer application? |