**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 maximum4 weeks maximum2 weeks maximum |
| **UCL Apprenticeship Team** | Notification receivedUpdate DAS with decisionComplete Due Diligence2Notification receivedPromote pledge on webpage and through internal partnership communicationsFurther information needed? NoNo |
| **Receiving** **Employer** | yesApproval ReceivedConfirm acceptance on DASSet up account on DAS and submit Application Provide further informationyesYesRejection received3No |
| **Levy Transfer Panel** | Approve transfer application?  |