

Senior Leader Master's Degree Apprenticeship (SLMDA) for SENCOs (FAST-TRACK programme, for students that have already successfully completed the NASENCO Award)

Funding arrangements and levy status (levy-paying/ non-levy) are normally verified by return of the Individual Learner Record (ILR) document which has to be completed by the participant before the apprenticeship start date. Data from the ILR forms is used for reporting purposes to the ESFA (Education & Skills Funding Agency).

1. **Funding guidance (levy-paying employers)**

Funding for the 18-month apprenticeship is typically via the apprenticeship levy fund that your school/ trust / local authority contribute to.

The total cost of the apprenticeship is £12,800, with 80% (£10,240) payable in monthly instalments and 20% (£2,560) payable on completion of the final End-Point Assessment.

The first payment is due *after the first month* of the apprenticeship programme starts.

If, at some point, an employer has insufficient funds in their levy account, or the school's status changes from a levy to a non-levy paying employer, then there is an [employer co-investment](#) (*link to document*) alternative funding scheme (see section 4. below).

a) **Payments schedule – example only (levy-paying employers)**

18 x monthly instalments @ £568.88 (after first month of programme) = £10,240

1 x final payment @ £2,560 on completion of end-point assessment

For more details about creating your online apprentice account and paying providers please refer to the gov.uk/ESFA information: [How to register and use the apprenticeship service as an employer](#)

Click on the link to find out [What can/can't be paid for by your apprentice services account](#)

b) **Overview - How to set up your digital apprenticeship account (general guidance)**

For levy-paying employers, you will need to set up a new online cohort so that Serco Ltd (UKPRN 10005752), the training provider, can draw down funds from your employers Apprenticeship Service account (DAS) against the specific 'cohort' you have set up.

1. Create your account on the employers Apprenticeship Service. You will then be able to manage your levy funds via your account (see links above, or click [here](#)).
2. Ensure price you input is £12,800.
3. Create a new cohort for this programme and please add name of apprentice(s) and name of school/academy trust in space provided at the end of the online form (this helps us identify who each cohort belongs to).
4. Locate and select 'Serco Ltd' (UKPRN 10005752) as your training provider from the drop-down list of providers. The cohort you have created then becomes visible to our apprenticeships data team. (*See other codes over page*).
5. We can then add your learner(s) to the cohort you have created.
6. You (the employer) then needs to approve the cohort we have added details to (learner name(s) etc.).

7. At this point, once you have approved the details, Serco will be able to start to draw down monthly funds from your account (normally 42 days after the apprenticeship start date).

Note that if you are a levy-paying employer (school / LA/ Trust, etc) but have insufficient levy funds remaining, you will normally still need to follow the above process at first.

The above is only a general summary of the process for your guidance.

- For details please see full ESFA information [here](#)
- And - ESFA guidance: [So you've registered - what's next?](#)
- Gov.uk - Apprenticeship funding and how it works – [click here](#) for more information.

2. Funding guidance (non-levy employers)

The government has enabled non-levy paying employers to access apprenticeships as well. This is through the 'employer co-investment scheme'. The employer pays 5% of the course fee in advance, i.e. £640, and the balance is paid to the training provider by central apprenticeship funds.

Please contact us for details if required, or visit the official government information on the 'co-investment' scheme [here](#).

3. For reference

- Total apprenticeship cost: **£12,800** (Band: up to £18,000)
- Duration: normally 18 months (learning) + up to 3 months for EPA (end-point assessment).
NB: Part-time employees may be eligible for extensions, which may reduce monthly payments to the training provider as they will be spread over a longer time period.
- Create your new cohort (using your DAS account) and later on approve your apprentice(s) at, or shortly before, the start of the course

Useful Codes

- Training provider (ESFA/ DAS account): Serco Limited
- UKPRN (Serco): 10005752
- LARS/Training code: 232
- Standards code: ST0575

Guidance compiled by Serco SENCO team

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