

CHARITY INFORMATION PACKAGE

Fully funded **digital** and **technical** apprenticeships for charities and non-profits.



WHO ARE BALTIC APPRENTICESHIPS?

Baltic Apprenticeships is a specialist provider of **IT support, data analysis, digital marketing, AI & digital transformation** and **network engineering** programmes across the UK.

We work with organisations of all sizes, including charities, non-profits and public sector bodies, to deliver structured apprenticeship training aligned to operational needs.

Baltic holds an Ofsted '**Outstanding**' rating and provides ongoing support to both **apprentices** and **employers** throughout the programme. Our focus is on high-quality delivery, strong completion outcomes and meaningful skills development.

We manage the apprenticeship funding and compliance process to ensure a smooth experience for the organisations we work with.



We're Ofsted Outstanding!

[Click here to read more.](#)



WHAT IS FUND FORWARD?

Through Fund Forward, levy-paying employers are redirecting unused apprenticeship levy funding to support **digital** and **technical** training within **charities, non-profits** and other **third sector organisations** across the UK.

Eligible organisations can access apprenticeship training in areas such as **IT, data** and **digital marketing** at no training cost.

The fund has been created to strengthen **digital capability** across the charity sector and provide sustainable routes to workforce development.

WHAT IS THE APPRENTICESHIP LEVY?

The apprenticeship levy is a government scheme that requires large employers to contribute towards the cost of apprenticeship training.

If these funds are not used, they **expire**.

Levy-paying employers **can transfer a portion of their unused funds to other organisations**, including charities and non-profits, to pay for apprenticeship training.

Fund Forward uses these levy transfers to provide **fully funded** digital and technical apprenticeships for eligible organisations.

WHO IS ELIGIBLE?

The fund is open to:

- ▶ Registered charities.
- ▶ Community Interest Companies (CICs).
- ▶ Non-profit organisations.
- ▶ NHS organisations.

To access funding, your organisation must:

- ▶ Employ the apprentice (either new or existing staff member).
- ▶ Provide appropriate line management support.
- ▶ Meet standard apprenticeship employer requirements.

WHAT CAN BE FUNDED?

Funding can support digital, data and technical apprenticeships, including:

- ▶ IT Support Technician or Network Engineering.
- ▶ Data Technicians, Analysts and Engineers.
- ▶ Digital Marketing.
- ▶ AI & Digital Transformation.
- ▶ Software Development.

These programmes are designed to strengthen internal capability and improve operational effectiveness.

We can advise on which programme best aligns with your organisation's needs.



SCAN ME

To explore our full range of apprenticeship programmes!

WHO CAN BE SUPPORTED?

The fund can support both:

New Apprentices

You may recruit a new team member into a digital or technical role and enrol them onto an apprenticeship programme.

Existing Staff Members

You may enrol an existing employee onto an apprenticeship programme to develop their skills and enhance your organisation's internal capability.

Apprenticeships must deliver new knowledge, skills and behaviours relevant to the individual's role. This ensures the training supports genuine development and organisational impact.

This flexibility allows you to choose the approach that best suits your workforce and capacity.

WHAT DOES IT COST?

The training costs of the apprenticeship are **fully funded** through **levy transfer** from participating corporate partners.

There is no cost to your organisation for the training itself.

Your organisation will be responsible for:

- ▶ Paying the apprentice's salary.
- ▶ Providing a contract of employment.
- ▶ Supporting the apprentice with line management and supervision.
- ▶ Allowing time for off-the-job training (typically around 20% of working hours).

Baltic Apprenticeships manages the funding process and programme delivery to ensure the apprenticeship runs smoothly and remains compliant with government requirements.



There are no hidden administration charges associated with the levy transfer.

WHAT THE PROCESS LOOKS LIKE

Accessing funding through Fund Forward is designed to be **straightforward**.

1.

Initial Conversation

We begin with a short discussion to understand your organisation's needs and confirm eligibility.

2.

Programme Alignment

We identify the most suitable apprenticeship programme and confirm whether this will support a new recruit or an existing team member.

3.

Levy Transfer Confirmation

Once funding is secured from a participating corporate partner, the levy transfer is formalised through the government's Apprenticeship Service.

At this stage, your organisation will need to provide your DAS ID to initiate the transfer, and a formal application will be submitted to the employer's delegated levy contact so they have clear visibility of where their funding is directed.

4.

Enrolment and Delivery

The apprentice is enrolled onto the programme, and training begins. Baltic provides ongoing support to both the apprentice and the organisation throughout.

We manage the funding and compliance process to ensure clarity and minimise administrative burden.

AVAILABILITY AND DEMAND

Funding is limited and allocated on a **rolling basis** as levy transfers are secured.

Organisations are encouraged to register their interest early to discuss potential eligibility and next steps.



IMPACT IN PRACTICE

Early levy transfer partnerships have already supported charities in strengthening their **internal digital capability**.

v-i-a

Via is strengthening its digital and data capability through apprenticeships, enabling staff to lead the organisation's digital and AI development.

These new skills will support the charity's ability to analyse data, improve internal systems and develop more effective programmes for people accessing its services.

"Our focus is always those people who need our support to address their drug and alcohol use. This work will help us do that by enabling us to use our data to better understand what really works for them and what best meets their needs."

Abi Cooper

Director of Quality, Impact & Performance



Churches Conservation Trust is developing internal data capability through the **Level 4 Data Analyst apprenticeship**, enabling staff to turn supporter and fundraising data into actionable insight.

This work supports the organisation's long-term sustainability and its ability to grow volunteer engagement and community support.

"Turning supporter data into insight is vital to supporting our strategy and the future sustainability of our organisation."

Xiomara Farthing

Director of Communications and Fundraising

NSPCC

The NSPCC has used apprenticeship levy transfers from corporate partners to expand access to professional development opportunities across the organisation.

A £120,000 levy gift funded **10 Data & Business Insights apprenticeships**, helping staff develop skills that improve decision-making, efficiency and innovation.

"Levy gifting gives charities like ours the power to grow in ways we simply couldn't on our own."

Amy Wellings

Apprenticeship Programme Manager

HOW TO APPLY

If your organisation would like to explore accessing fully funded digital apprenticeship training, we invite you to **get in touch**.

To register your interest, reach out to:

Natalie Young
Partnerships Director



07458 913 780



fundforward@balticapprenticeships.com



www.balticapprenticeships.com



Alternatively, you can complete our short expression of interest form.

SCAN ME

We are happy to provide guidance and answer any questions about **eligibility, suitability** or **next steps**.

