

Information for employers

The Workforce Development Fund



What is the Workforce Development Fund?

The Workforce Development Fund (WDF) is funding from the Department of Health which is disbursed by Skills for Care. It's a limited pot of money which funds qualifications, units and learning programmes to support the ongoing professional development of staff across adult social care in England.

Employers can claim back a contribution towards the costs of employees completing health and social care qualifications, units, Apprenticeships and learning programmes. Employers who directly incur costs for learning and development, such as course fees, can access the WDF to reclaim a contribution towards these costs.

Can I apply?

You can if you are an adult social care employer operating in England.

What can I claim for?

You can claim for units, qualifications and learning programmes completed between 1 January 2017 and 31 March 2018.

You can claim WDF towards the cost of course fees (or employer contributions) and associated costs, such as employees' salaries whilst they are undertaking training, coaching and mentoring costs, venue costs for the training and wage replacement costs.

What's in it for me?

There are over 400 units eligible for funding that make up adult social care qualifications. A list of eligible units, qualifications and learning programmes is available at www.skillsforcare.org.uk/WDFunits.

WDF pays a contribution of £15 per QCF credit, with a maximum of 60 credits per learner per funding year. How much you can claim back will depend on the qualification, the units selected and how many credits make up those units. Learning programmes and RQF qualifications are funded to the value advertised on completion.

Here are some examples of what could be claimed:

- Level 2 Diploma in Health and Social Care (Adults) (46 credits) - **up to £690**
- Level 3 Diploma in Health and Social Care (58 credits) - **up to £870**
- Level 4 Diploma in Adult Care (minimum 70 credits) - **up to £1050***
- Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services, adult pathways (minimum 80 credits) – **up to £1200***
- RQF Level 4 Certificate in Principles of Leadership and Management in Adult Care - **£400**
- 'Lead to Succeed' learning programme - **£350**

*A maximum of 60 credits per learner, per funding year can be claimed so qualifications larger than 60 credits will need to be claimed over more than one funding year. Funding years run from 1 April to 31 March.

How can I apply?

You must join a WDF partnership to access the funding. You must join or liaise with your partnership directly: a third party such as a learning provider cannot do this on your behalf. You must also have a National Minimum Data Set for Social Care (NMDS-SC) account to access WDF. To find out more and set up a free account visit www.nmds-sc-online.org.uk.

For details of partnerships you can join and how to do this visit www.skillsforcare.org.uk/partnershipaccess.

How do I claim funding?

When your staff have completed eligible qualifications and units, complete and submit your claim form along with a completed unit summary sheet for each unit being claimed. Your learning provider can use our template unit summary sheet or an alternative version can be used as long as it contains the information below. Electronic files containing the information are acceptable and certificates can also be used as evidence to claim funding as long as they contain points 1-7 below, a full unit breakdown and the date of issue of the certificate is between 1 January 2017 and 31 March 2018.

1. Candidate name	5. Unit title as shown on acceptable units list
2. Candidate registration number	6. Name of awarding organisation
3. Unique learner number	7. Name of learning provider or centre number
4. Unit code as shown on our acceptable units list	8. Internal verifier signature and date (dated between 1 January 2017 and 31 March 2018)

We strongly recommend that you agree in writing at the outset with your learning provider that completed unit summary sheets will be supplied on a regular basis to enable you to claim funding.

What about double funding?

WDF is a contribution to the cost of employees completing vocational qualifications, units and learning programmes from our list of acceptable units. This funding allows employers to claim from more than one source, for example the National Apprenticeship Service (NAS) or the Skills Funding Agency (SFA).

There are some important points to note:

- Where employers are claiming from more than one source of public funding, or using the apprenticeship levy, they must ensure that they do not claim the same cost from more than one source e.g. if the course fee has been covered by public funding, or paid for by the apprenticeship levy, it cannot be claimed via WDF.
- It is an employers' responsibility to ensure that they do not claim more funding than the cost to them of employees undertaking training but direct costs such as course fees*, employees' salaries and backfill if required (i.e. wage replacement costs) can be included for this fund. Costs must be incurred before WDF is claimed.
- Employers must ensure that they have records in place to evidence the costs of any funding claim they make.

* Employers paying the apprenticeship levy cannot claim WDF towards course fees or end-point assessment costs but can claim it towards other direct costs, such as the 20% off the job training.

Further information

Visit www.skillsforcare.org.uk/wdf for further information about WDF. Email wdf@skillsforcare.org.uk if you have any further questions or contact your local partnership:

Joining a partnership to access funding



1. Identify learning needs of your staff and find a learning provider

Commission learning and development for employees for eligible units, qualifications and learning programmes. For details of these visit www.skillsforcare.org.uk/WDFunits.

Before agreeing to any contract with a learning provider ensure they will supply you with unit summary sheets, or equivalent, signed off by an internal verifier on completion of units. You will need this to claim funding (see step 5). Check you will not be charged for this.

2. Get your NMDS-SC number

If you're not already on the National Minimum Data Set for Social Care (NMDS-SC) then you'll need to set up an account. The NMDS-SC is an online data collection for the whole adult social care workforce and sector.

Visit www.nmds-sc-online.org.uk for more information and how to get started.

3. Join a partnership

Review the partnerships and decide which one you want to join. For details of partnerships visit www.skillsforcare.org.uk/partnershipaccess.

Send your completed members declaration form to your chosen partnership. Download this from www.skillsforcare.org.uk/WDFmembersdec. The partnership will send this to Skills for Care.

4. Check that your NMDS-SC account complies with WDF requirements

Update your NMDS-SC account in line with the requirements for WDF. For details of the requirements visit www.skillsforcare.org.uk/WDFnmds-sc.

5. Claim for completed units, qualifications and learning programmes

When your employees have completed eligible units, submit the unit summary sheets, or equivalent, signed off by the internal verifier to the partnership. To download unit summary sheets visit www.skillsforcare.org.uk/partnershipaccess. For learning programmes and RQF qualifications, submit a copy of the learner's certificate to the partnership.

The partnership will submit the learning to Skills for Care as long as steps 4 and 5 have been completed in full.

6. Receive payment from the partnership