

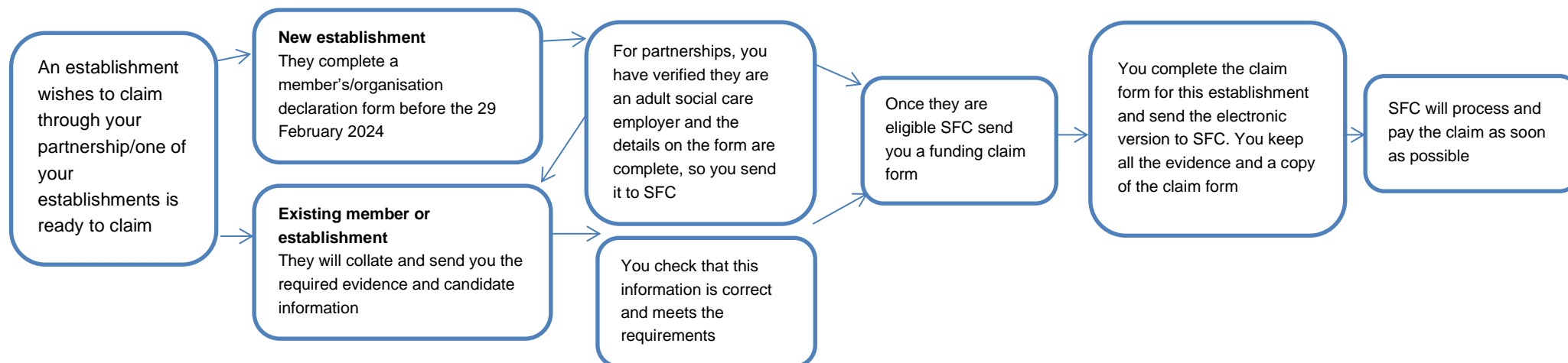
# How to put together a Workforce Development Fund (WDF) claim 2023-24

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## Introduction

To support you with WDF we have put together this guide on everything you need to know about claiming WDF.



## What are the Adult Social Care Workforce Data Set (ASC-WDS) eligibility requirements for claiming WDF?

There are three parts to the eligibility requirements for WDF.

- 1/ All members/establishments must complete a WDF member's declaration form/organisation declaration form, a copy of this must be submitted to Skills for Care before the 29 February 2024. See appendix 1 for examples of the two forms and which one you should be using. The appropriate form can be downloaded from the SfC website. All forms must be completed using the same details that have been registered with the ASC-WDS.
- 2/ An establishment must **fully complete and update** their ASC-WDS workplace record on or after 1 April 2023 and before the 31 March 2024.
- 3/ The workplace must **fully complete and update** individual staff records for a minimum of 90% of its total workforce. **These must be fully updated on or after 1 April 2023 and before the 31 March 2024.** Please refer to WDF section of the Skills for Care website for further guidance on the ASC-WDS. These must be met in order for a member/establishment to appear on the funding claim form. If the member/establishment is not showing on the funding claim form they are not eligible to claim. Please note that due to the Easter bank holidays, the final check of accounts meeting the ASC-WDS requirements will be done on 28 March 2024.



Within ASC-WDS there is an in-browser option which allows employers to check whether they are meeting the requirements for WDF. If you need further help please call the *ASC-WDS Support Service* on 0113 2410969 or email them at [ascwds-support@skillsforcare.org.uk](mailto:ascwds-support@skillsforcare.org.uk).

Please see appendix 3 for solutions to common eligibility queries.

## WDF funded qualifications and learning 2023-24

You should refer to the SfC website for the latest list of what qualifications and learning programmes will be funded. The list is reviewed in-year and updated as necessary.

Last updated December 2023

When completing the Claim form the only code you need to enter in column H is the qualification number, learning programme code, digital learning module or apprenticeship standard code as per the funded qualifications and learning list. It is recommended that you select “Go to List of Codes” (cell G6) and copy the relevant code from the data tab and paste into the claim form.

### **Learning that has been completed as part of an apprenticeship:**

In 23-24 WDF will respond to key sector priorities including completion of the adult social care apprenticeship standards. The apprenticeship standards that can be claimed for are:

- Adult Care Worker (level 2)
- Lead Adult Care Worker (level 3)
- Lead Practitioner in Adult Care (level 4)
- Leader in Adult Care (level 5)

Employers can claim funding in two stages – upon completion of the diploma and after the end-point assessment has been passed and the standard has been completed.

As it is a key Department of Health & Social Care (DHSC) priority that we will be reporting on, it is imperative that learning that has been completed and claimed for as part of an apprenticeship is recorded accurately. It is important that when completing the claim form that due attention is paid to column I and that it is completed correctly. If the diploma award has been completed as part of an apprenticeship you must inform us of this by selecting “yes” from the drop-down menu. Partnerships will take this information from the employer claim submission form which requires the employer to specify any learning which has been completed as part of an apprenticeship or for employers to confirm that none of the learning completed is part of an apprenticeship.

### **Evidence requirements**

#### **What you should expect from the establishment claiming**

A copy of the full learner’s certificate which you must retain. Partnerships must retain the employer claim submission forms on file.

#### **What is the evidence to claim a qualification?**

The evidence to claim a qualification is a copy of the learner’s certificate from the awarding organisation which must contain the following information:

- candidate name
- candidate registration number

- unique learner number
- name of qualification
- qualification code as per the list of funded qualifications and learning
- the date of issue of the certificate must be between: 1 January 2023 - 31 May 2024
- name of the awarding organisation
- name of the learning provider or centre number.

### **What is the evidence to claim an apprenticeship standard?**

The evidence to claim an apprenticeship standard is a copy of the learner's diploma certificate to claim the diploma within the apprenticeship standard (full detail as set out above "what is the evidence to claim a qualification") and a copy of the final apprenticeship standard certificate. The final apprenticeship standard certificate must contain the following information:

- candidate name
- unique learner number
- name of the apprenticeship standard
- apprenticeship standard code as per the list of funded qualifications and learning (this can be written on)
- the date of award must fall be between: 1 January 2023 - 31 May 2024
- the certificate must be issued by the Institute for Apprenticeships & Technical Education (IfATE)

Please note that you can claim for completion of the apprenticeship standard without claiming for the diploma via Skills for Care.

### **What is the evidence to claim a learning programme?**

The evidence to claim for a learning programme is a copy of the learner's completion certificate from the learning provider which must contain the following information:

- candidate name
- candidate date of birth (this can be written on in this format DD.MM.YY)
- name of learning programme completed.
- our code for the learning programme completed as per the list of funded qualifications and learning (this can be written on, e.g. LTS for Lead to Succeed.)
- the date of issue of the certificate/completion of the course must be between: 1 January 2023 - 31 March 2024
- name of endorsed learning provider (**must be a Skills for Care endorsed provider who is licenced to deliver the learning programme**).

### What is the evidence to claim a digital learning module?

The evidence to claim for a digital learning module is a copy of the learner's completion certificate which must contain the following information:

- candidate name
- candidate date of birth (this can be written on in this format DD.MM.YY)
- name of digital learning module completed
- our code for the digital learning module completed as per the list of funded qualifications and learning (this can be written on, e.g. IMLM for the leading and managing in adult social care module)
- the date of issue of the certificate/completion of the course must be between: 1 January 2023 - 31 March 2024
- Skills for Care logo

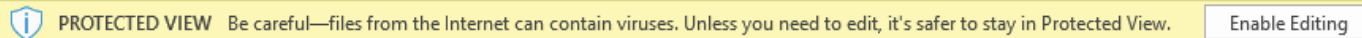
If any of this information is missing or unclear you will need to query this with the establishment.

A maximum of £2,000 can be claimed per learner per financial year (April to March).

### Once you have received and checked the evidence it is time to complete the funding claim form.


You will receive an updated funding claim form whenever an establishment/member becomes eligible. This will be because they have recently met the ASC-WDS requirements for WDF or you have submitted a member's/organisation declaration form for an establishment which meets these requirements. This may not be on a weekly basis if no members/establishments have become eligible since the last claim form was issued.

On opening the claim form you may see a yellow banner across the top of the screen (below) asking you to enable editing – please click the button to enable the document before inputting information (if you do not enable the form you will not be able to select and input data).



Please **do not amend the format of the funding claim form**. Examples of amendments include manually typing an establishment instead of selecting from the drop-down menu or inserting more lines. Amendments to forms may result in a delay in your claim being paid.

## Filling out the claim form

FUNDING CLAIM FORM									
Grant Holder Name:									
Grant Number:									
					<a href="#" style="color: white; text-decoration: none;">Go to list of codes</a>			<b>IMPORTANT:</b> PLEASE KEEP THIS DOCUMENT IN ITS ORIGINAL FORMAT. FORM NOT ACCEPTED AS PDF.	
Organisation	ASC-WDS	Given Name	Family Name	Unique Learner Number (ULN)	Awarding Body	Candidate Registration Number	Qualification code	FOR DIPLOMAS ONLY Is this being claimed as part of an apprenticeship?	Value Claimed
									€0
									€0
									€0
									€0
									€0
									€0
									€0
									€0
									€0
									€0
									€0
									€0
									€0
									€0
									€0
									€0

**Step 1:** select the establishment from the drop down menu in the organisation column. See note below.

**Step 2:** type in the candidate name

**Step 3:** type in the candidate Unique Learner Number (ULN)

**Step 4:** select the relevant awarding body or endorsed provider from the drop down menu

**Step 5:** type the candidate registration/enrolment number for qualifications. If for a non-accredited learning programme enter candidate dob. Leave this column blank if claiming for a final apprenticeship standard certificate.

**Step 6:** enter the relevant code. To do this use the "go to list of codes" button above. Then serch, select, copy and paste the code into the cell.

**Step 7:** select "YES" IF the Diploma is part of an apprenticeship

**Note:** The ASC-WDS will populate autimatically when organisation selected from column A. You should not manually enter any information in thsi column.

**Step 1.** Only WDF eligible members/establishments will appear on this drop-down menu. If a member/establishment is missing and you are sure they have met the requirements outlined on page 2 please contact the WDF team who will be able to advise further. Please **do not manually type in** the organisation name.

**Step 2.** Please ensure that the candidate name is entered fully and accurately. It is important to remember the following points:

- Please do not use the candidate's initials.
- It is your responsibility to keep us informed of any candidate name changes and the reason why, for example, if they have got married. Please let us know in writing so that we can keep our system up to date.

**Step 3.** For all RQF qualifications and apprenticeship standards please ensure that the candidate's Unique Learner Number (ULN) is correctly entered. (This does not apply to the learning programmes and digital learning modules for which the column can be left blank).

**Step 4.** If the awarding body is unknown please refer back to the certificate, **do not just leave it blank**. Name of endorsed provider for learning programmes must be selected. The entry is Skills for Care for digital learning modules.

**Step 5.** Please ensure that the candidate registration/enrolment number is correctly entered. This is used to identify duplicate funding. For learning programmes and digital learning modules please enter candidate date of birth in the following format DD.MM.YY.

**Step 6.** The form is data sensitive and you are strongly advised to copy the appropriate code from the data tab and paste it into the claim form. You can manually enter if you prefer but this may lead to an incorrect code being entered and the claim will be rejected.

#### **For RQF qualifications/awards**

Please enter the qualification code **only**. Codes are displayed on the front page of the certificates. If the qualification is a diploma then go to step 7.

#### **For Apprenticeship standards Levels 2 – 5 (End Point Assessment)**

Please enter code ST0005 (for the level 2 apprenticeship standard), ST0006 (for the level 3 standard), ST0007 (for the level 4 standard) or ST0008 (for the level 5 standard). These codes should be available in the data tab of claim form.

If you are claiming for the diploma and the standard at the same time you will need to complete 2 lines for the candidate on the claim form, i.e. 1 line for the diploma and then a line for the standard.

#### **For Learning Programmes**

Please enter the learning programme code only. These codes will not be on the certificate but can be found in the data tab of your funding claim form.

#### **For Introductory Modules for Managers and Digital Learning Modules**

Please enter the digital learning modules code only. These codes will not be on the certificate but can be found in the data tab of your funding claim form.

### **Step 7.**

#### **For Diploma claimed**

If the diploma is being claimed as part of an apprenticeship select Yes in the “FOR DIPLOMAS ONLY” column.

Once the code has been entered **the value of the code** will be automatically calculated and populated into the value claimed column. You should not make any manual entries in this column. If the value does not appear to be correct it is most likely that the code has been incorrectly entered. Please do not leave blank lines between candidates.

#### **[Can I claim a lower amount of funding than the advertised qualification funding value if a lower cost has been incurred to complete the qualification?](#)**

Yes you can. This may be the case if another source of funding has been accessed in addition to WDF. Please contact your disbursement assistant for advice when you wish to claim a lower amount.

#### **[Other tabs on the claim form](#)**

You will notice that the claim form has additional tabs called partners and data. The partners tab contains all the establishments/members that we have listed under your grant, regardless of their ASC-WDS status. If you have a member/establishment missing from this tab it is most likely that we have not received their member's/organisation declaration form or that it is still being processed. If a member/establishment is listed on partners tab but not on the drop-down menu it is because they have not met the ASC-WDS requirements for WDF. If you are unsure of which member/establishment to select in the drop-down list please refer to the partner tabs for additional details.

The data tab shows a list of your eligible members/establishments and the full list of funded qualifications and learning, including description. Use this tab for codes information. The list of awarding bodies and endorsed providers are also available on this tab.

#### **[Managing your claim](#)**

Before submitting your claim you need to complete and attach a WDF claim submission form (appendix 2). This will help us to accurately log receipt of the claim. It will also help you to keep track of your submissions. You just need to complete one form to cover the whole submission, even if it is made up of more than one funding claim form.



The claim must be emailed by the grant holder. We can accept claims sent by the named administrator of the grant but this must be previously agreed with your disbursement assistant. Once the claim is received electronically by Skills for Care you will receive an automated acknowledgement. Please let us know if you do not receive this as we do not accept responsibility for claims sent to the wrong email address or email sending failure.

Skills for Care will endeavour to process all **correctly completed** claims and issue payments as soon as possible from receipt. This may take longer at busy times, particularly around milestone dates. Any claims received with information missing will be returned to sender requesting the missing information and for the claim to be resubmitted.

We recommend that you keep evidence in the order that you have submitted the codes on the claim form and that you keep the whole claim/batch together with a copy of the funding claim form. At times you will be asked to submit samples of evidence to Skills for Care for verification so you will need to be able to readily access all evidence.

### Where to email your claim

The first part of your grant number denotes which email address you need to use. For example, if your grant number starts with “SW” you need to forward your claim to **SouthWestWDF@skillsforcare.org.uk**. Please include your grant number and the total value of the claim in the subject. You will receive an automated acknowledgement that your claim has been received when sent to these inboxes.

National	<b>NationalWDF@skillsforcare.org.uk</b>
North West	<b>NorthWestWDF@skillsforcare.org.uk</b>
London & South East	<b>LSEWDF@skillsforcare.org.uk</b>
Eastern	<b>EasternWDF@skillsforcare.org.uk</b>
Midlands (WM & EM)	<b>MidlandsWDF@skillsforcare.org.uk</b>
Yorkshire & North East	<b>YHNEWDF@skillsforcare.org.uk</b>
South West	<b>SouthWestWDF@skillsforcare.org.uk</b>

Please also forward any queries to the above relevant regional email address. Always make sure that you check your claim before submitting it as incorrect or incomplete claims cannot be accepted.

## Important information to note for 2023-24

- In 2023-24 claims can be made for completion of apprenticeship standards
- Under RQF the name used for the qualifications may vary between awarding organisations and may differ from the Skills for Care specifications. Employers are advised to check that the learning is funded prior to commissioning it by checking the qualification number (QAN) against the list of funded qualifications and learning programmes.
- Skills for Care only funds the RQF diplomas which were developed in conjunction with sector representatives to outline the mandatory content of these qualifications and will only approve and fund diplomas developed to these specifications. Please refer to the funded qualifications and learning document on the SfC website for a comprehensive list of funded qualifications/learning.
- The final apprenticeship standard certificate (end point assessment) can be claimed in conjunction with Levels 2 – 5 diplomas completed within the apprenticeship standard. The evidence to claim for the apprenticeship standard (following completion of end point assessment) is a certificate issued by the Institute for Apprenticeships & Technical Education (IfATE) only, please check that the certificate displays their logo below.



## Dates for the diary

- Claims can be submitted up to the close of business on 31 May 2024.
- Declaration forms need to be submitted to Skills for Care by the 29 February 2024.
- An establishment must fully complete and update ASC-WDS records on or after the 1 April 2023. Please note that due to the Easter bank holidays, the final check of accounts meeting the ASC-WDS requirements will be done on 28 March 2024. Any date extensions to the deadline for claims being submitted will not affect this deadline unless specifically noted.

## Useful Links

- Partnerships: [general information and WDF forms](#); Large National Organisations: [general information and WDF forms](#)
- [Details of the qualifications and learning that will be funded](#)
- [For more information on ASC-WDS](#)
- [To register with or update ASC-WDS](#)





## Appendix 2

### WDF Claim Submission Form



#### Workforce Development Fund Grant Holder Claim Submission Form

This form is to be completed and attached to each submission made for the Workforce Development Fund (WDF) and is to be signed off by the grant lead or nominated administrator.

Grant number		
Total value of qualifications and apprenticeships	Number	Value (£)
Total value of learning programmes and digital modules	Number	Value (£)
Total value of claim	£	
Number of funding claim forms		

If you prefer to use your own covering letter, please include **all** the above information.

#### Checklist

- Has the claim form(s) been fully completed?
- Have you identified and indicated any learning that is part of an apprenticeship on your claim form?
- Does the evidence you have reviewed and retained meet the evidence requirements?

The amounts above were incurred by the candidates on the completed qualifications/learning programmes/digital modules as detailed on the attached claim form(s).

I confirm that the details given on this form are accurate to the best of my knowledge.

Name	
Position in organisation	
Date	

## Appendix 3

### Scenario

A local authority wishes to access WDF through your partnership. They have received confirmation that they have completed their local authority return to the ASC-WDS and they have completed a declaration form showing the parent details and each subsidiary. However, they are still not showing as eligible on the funding claim form.

This is because the ASC-WDS requirements for the local authority return are not the same as they are for WDF eligibility. In this case you should advise that they log back on to their ASC-WDS account to view the full ASC-WDS requirements for the WDF.