

Workforce Development Fund (WDF) eligibility criteria

2017-18 (V1.0 1/04/17)

Partnerships must:

- be employer led

Organisations claiming funding must:

- be an adult social care employer operating in England
- comply with the advertised NMDS-SC requirements
- complete a member's declaration form and return it to the partnership lead
- submit evidence to support their claims and keep records of funding spent and received for 6 years.

Large national organisations contracting directly with Skills for Care for the Workforce Development Fund (WDF) must complete a WDF organisation declaration form and submit it to Skills for Care.

Employers accessing WDF via direct access as they are operating within the advertised local authority areas must complete a direct access declaration form and submit it to Skills for Care.

Employers should review the points below and then decide whether to make a claim for the Workforce Development Fund:

- WDF is a contribution to the cost of employees undertaking vocational qualifications from our list of acceptable units and this funding allows you to claim from more than one source.
- Each funding source will have its own rules/requirements and it is the responsibility of the recipient of the funding to make sure that they understand and adhere to the rules of the funding that they are accessing.
- The overarching principle of WDF is that employers cannot make a profit from their employees undertaking training.
- Where employers are claiming from more than one source of funding they must ensure that they do not claim the same cost from more than one source as this would constitute double funding and this is not allowed.
- 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, expert witness testimonies and backfill if required (i.e. wage replacement costs) can be included for this fund.
- Employers must ensure that they have records in place to evidence the costs of any funding claims they make.
- This is a retrospective funding stream and all costs must have been incurred prior to reclaiming a contribution towards these costs from WDF. You cannot claim for costs that you have not directly incurred.
- The evidence requirement for claiming WDF is a completed unit summary sheet that has been signed off by the internal verifier between 1 January 2017 and 31 March 2018 for every QCF unit claimed, or a copy of the learner's certificate with a date of issue between 1 January 2017 and 31 March 2018 which contains a breakdown of the units completed. For RQF qualifications and non-accredited learning programmes the evidence is a copy of the learner's certificate which includes the advertised criteria and has a date of issue between 1 January 2017 and 31 March 2018.