

Workforce Development Fund Eligibility Criteria

2018-19 (V1.0 1/04/18)

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 (where applicable)
- 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 directly from Skills for Care as they are operating within the advertised local authority areas must complete a direct access declaration form and submit it to us.

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 and learning programmes from our list of funded qualifications and learning programmes 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 is not allowed.
- It is an employer's responsibility to ensure 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. (*unless the course fee is paid by the apprenticeship levy)
- 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 for QCF qualifications is a copy of the learner's certificate which includes the advertised criteria as set out on our website, has a date of issue between 1 January 2018 and 31 March 2019 and includes a full 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 as set out on our website and has a date of issue between 1 January 2018 and 31 March 2019.