



Step-by-step guide to accessing LDSS funding

Create an account on the claims service:

1. Check that you're eligible to claim by referring to the [guidance](#).

Don't forget to ensure that your organisation has an up-to-date [ASC-WDS account](#)!

2. Sign up by completing an [onboarding form](#)

3. You will be contacted by the NHSBSA to book an onboarding appointment

4. Attend your onboarding appointment, where the NHSBSA team will support you to set up an account

Claim funding:

You're ready to claim!

Training courses:
Claim within 3 months of course completion

Qualifications:
Claim 60% reimbursement within 3 months of the qualification being started/paid for (whichever is the later date), then claim the remaining 40% within 3 months of completion

Plan and book training:

1. Identify and discuss learning and development needs across your organisation and plan requirements for the year

2. Browse the list of [eligible training courses and qualifications](#), and book and pay for training courses and qualifications that fit your needs. You may wish to refer to the list of training providers approved by the [Quality Assured Care Learning Service](#). Keep hold of evidence needed to claim.