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The following important supplementary information is available separately to download at [www.skillsforcare.org.uk/wdf](http://www.skillsforcare.org.uk/wdf) (WDF 2024 - 25 section):

- Funded qualifications and apprenticeships list.
- Requirements for completing the Adult Social Care Workforce Data Set (ASC-WDS) for compliance with the Workforce Development Fund

# Workforce Development Fund 2024-25

## Large national organisation application form guidance

April 2024 (v1)

### Introduction

The People at the Heart of Care white paper, published in December 2021, set out the government’s 10 year vision for adult social care and included a commitment to provide a funded learning and development offer.

In the Next Steps to put People at the Heart of Care, published in April 2023, the government confirmed some further details of the funded training offer.

The Department of Health and Social Care (DHSC) is planning a new learning and development fund for adult social care. The new fund will not be administered by Skills for Care. DHSC has published guidance about the new scheme [here](#).

The Workforce Development Fund for 2024-25 is a funding stream from the Department of Health and Social Care disseminated by Skills for Care. It will support the provision of high quality care and the continuing professional development (CPD) of staff across the adult social care sector by providing a contribution towards the costs of eligible vocational qualifications and apprenticeships.

The fund is distributed by Skills for Care directly. This tender is only open to large national adult social care providers that meet the criteria set out below and this guidance is specific to these organisations. All other organisations should wait until the fund launches to sign up.

The WDF is being scaled down in 2024-25 and **it will only be possible to claim WDF for qualifications and apprenticeships which started on or before 31 March 2024 and which will complete by 31 March 2025.**

This document provides guidance to help you through the application process. If after reading this guidance you have any further questions, please direct all enquiries to: [wdf@skillsforcare.org.uk](mailto:wdf@skillsforcare.org.uk). Queries must be submitted by 17:00 on 24 April 2024.

### The application process and timetable

The process of claiming the Workforce Development Fund consists of two key phases. Firstly there is the process of tendering. Following the award of a grant the second phase involves the submission of claims by set milestone points during the year to draw down funding. The key dates for both phases are outlined below

Activity	Date
<b>Phase 1</b>	
Tendering opens	15 April 2024
Deadline for tendering queries	17:00 on 24 April 2024

Tendering closes	13:00 on 3 May 2024
Grant agreements issued to successful applicants	June 2024
<b>Phase 2</b>	
Milestone 1: 20% of funding claimed	30 September 2024
Milestone 2: 40% of funding claimed	29 November 2024
Milestone 3: 60% of funding claimed	31 January 2025
Milestone 4: 100% of funding claimed	31 March 2025

### Qualifications and apprenticeships eligible for funding

- The Workforce Development Fund will support continuing professional development in the adult social care sector and a broad range of health and social care qualifications and apprenticeships are funded.
- Claims can be made for qualifications and apprenticeship standards on the list of funded qualifications and apprenticeships where the learning started on or before 31 March 2024 and the date of issue of the certificate is between 1 January 2024 and 31 March 2025.
- A list of funded qualifications and apprenticeships is available to download from the website, which includes the awarding organisation and qualification number plus total qualification time and funding value to support the application process.
- In 2024-25 the amount of funding available will be as set out in the list of funded qualifications and apprenticeships.
- Two payments are made for the adult care worker, lead adult care worker, lead practitioner in adult care and leader in adult care apprenticeship standards, one on completion of the diploma and a further payment following completion of the end point assessment and achievement of the standard. You can claim for achievement of the standard even if you haven't claimed for the diploma.

### Essential grant management criteria

To be considered eligible to hold a grant agreement with Skills for Care for the Workforce Development Fund applicants must ensure that:

- they complete all sections of the application form
- the application is emailed to [wdf@skillsforcare.org.uk](mailto:wdf@skillsforcare.org.uk) by **13:00 on 3 May 2024**
- they meet the criteria set out below for large national organisations.

### Accessing funding

There is an allocation of the Workforce Development Fund dedicated to 'large employers'; an individual organisation that has 1000+ care providing employees in England, provides adult social care services to a substantial number of people and operates in two or more of Skills for Care's defined areas, which are set out below. Skills for Care will contract directly with these organisations, who are responsible for disbursement of the fund within their own organisation.

Skills for Care has six **areas** across England: Eastern, London and the South East, Midlands, North West, South West and Yorkshire & Humber and the North East.

Any adult social care employer that does not meet the definition of a large national employer will be able to sign up and claim funding directly from Skills for Care once the fund launches.

If you have any further questions please email us at [wdf@skillsforcare.org.uk](mailto:wdf@skillsforcare.org.uk)

### **Grant management**

Following the award of a funding allocation to successful applicants, Skills for Care will closely monitor the delivery of the grant throughout the year, with particular focus on the criteria detailed below. Please use this information to inform your approach to managing the grant and describe this when required within the application form.

- **Milestone management**

We expect all grant holders to manage the grant effectively. Milestone dates are the latest date by which claims for the stated percentage of the grant value should be made to Skills for Care. Grant holders are encouraged to make claims throughout the period of the agreement and do not need to wait for a milestone date before submitting. If there is any deviation between actual and projected progress we will notify the grant holder and, where necessary, reduce the value of the grant by the amount of under achievement. If grant holders overachieve there may be opportunities to request additional funds during the funding year.

- **Evidence submission (sampling)**

We expect all grant holders to supply the required evidence in a timely manner as set out in the sample request. Organisations must comply with the claims sampling process to ensure that Skills for Care receives complete and accurate evidence. We note that some errors may occur but in cases where the evidence does not meet the grant requirements we will reclaim funding and may adjust grant values.

### **Completing the application form**

The following section of the guidance provides help and advice in completing the application form. In addition to this guidance the yellow boxes throughout the form provide specific help on each question. Please ensure you fully complete the summary information on the front page of the application form. We have not set word or character limits but you are limited to the text box available for each question. You are advised to save the application form regularly as you complete it.

### **Section 1 – Organisation details**

The first section captures key information about your organisation. Details you provide here will be the primary details we use to contact you so if these change you need to let us know. Please also bear in mind the criteria set out above when completing the “area” tick boxes and ensure that you have ticked the correct number of boxes to identify the areas in which you operate. If your organisation is part of a group this must be declared in your application form.

### **Sections 2 & 3**

Sections 2 & 3 pose specific questions which explain your bid and explore your ability to successfully manage the grant. Please provide as much information as possible and use your knowledge and expertise to support any statements you make. Please also make best use of the help guidance contained in the application form itself as this will give you an indication of what we are looking for.

### **Section 2 – Workforce planning and promotion of the Workforce Development Fund**

Question **2a** should be used to give details if you are part of a larger group and whether any other parts of the group are applying for the fund. You should also specify here if you are applying for funding on behalf of the group and include relevant trading names within this response. This will be factored into the decision-making process when allocating funds to successful applicants. **2b** captures the number of care-providing staff employed within your organisation(s) in England and how many of these you intend to claim funding for. You must answer both parts of the question. Workforce figures supplied should only relate to the applicant organisation(s) not any part of the wider group that is not included in the application.

**2c** should set out your key workforce development objectives for the next year. The methodology used to collect this information should be outlined as part of your answer to this question. This response should align to the funding being requested in section 4 of the application.

You should outline your policy for staff to access learning and development and how you encourage further development of skills as well as any information relating to a culture of continuing professional development in question **2d**. You need to demonstrate the value added to your organisation by accessing the Workforce Development Fund. This may include consideration of the financial benefits, benefits of investing in your staff, benefits of additional skills in the workforce or benefits to people who need care and support.

Question **2e** should be answered yes or no and used to provide details of any qualifications which started on or before 31 March 2024 and which will not complete by 31 March 2025. Please ensure you provide the qualification name, number and the number qualifications affected. If no details are provided it will be assumed that you do not anticipate that any qualifications will not complete in the timescale set out.

Question **2f** should include the name and website address for all learning providers who will be delivering the qualifications and apprenticeships which are included in your application in section 4. If any of the learning will be delivered by an inhouse training team or accredited centre please ensure this is also included within this response.

### **Section 3 – Grant management and relationship with Skills for Care**

This section explores the following points:

- how the Adult Social Care Workforce Data Set (ASC-WDS) requirements will be managed, (further information about these requirements can be downloaded from the website);
- how you will ensure successful delivery of your grant;
- your relationship with Skills for Care and how you will promote our work.

Question **3a** should be used to explain how you will ensure you meet the advertised ASC-WDS requirements for funding and when you plan to achieve eligibility. This should include whether your data will be submitted by bulk upload or inputted by individual workplaces. Please ensure that you read the ASC-WDS requirements for WDF carefully prior to submitting your application as you need to ensure that you can comply with them in a timely manner to access the funding. Large national organisations need to claim funding for each learner via the workplace at which they are based. Poor data quality may impact your ability to draw down the fund.

The Workforce Development Fund is subject to audit and checks may be undertaken at any time on any recipient of the funding so records must be kept.

**3b** explores how you will manage the grant if you are successful in your application as each grant will contain milestones which need to be met. You should also explain how you will identify any slippage and the action that you would take to address this. Where relevant we will consider previous Workforce Development Fund grant delivery. New applicants should demonstrate how they have delivered similar contracts/grants previously and be aware that failure to include evidence of previous or similar contract/grant delivery will result in a lower grant award. We have performance information for previous WDF contracts/grants so this does not need to be included in your application. This question should also include details of: any internal quality assurance processes to manage this grant; that the process can be supported and/or managed in a manner that is quick, efficient and error free and that this can continue in

case of absence or a key member of staff leaving the organisation. Where members of staff have left or have been on long term sick leave and funding disbursement has been impacted as a result, you should use this question to demonstrate what has been learnt and the measures that have been put in place to ensure that claiming funding is not impacted should a similar situation arise in the future.

A good working relationship between successful applicants and Skills for Care is key to effective grant delivery. Question **3c** should be used to outline how you want to work with us in relation to your grant delivery, what you see as the benefits for both parties and how you would ensure these are realised. Skills for Care undertakes a range of work, organises events and develops many resources which are beneficial to the sector. It is expected that if you are awarded a grant funding allocation you will promote and support the work of Skills for Care to ensure maximum added value to us from making a grant award. You should also detail what activities you will undertake to promote our work, events and initiatives both within your organisation and through your networks. You should clearly explain how this will add value to the adult social care sector.

Skills for Care will undertake national evaluations of the Workforce Development Fund and grant holders will be expected to participate in these if requested.

### **Section 4 – Outputs and funding summary**

You should use this section to summarise the areas in which you are proposing to spend the fund.

We expect you to submit a realistic application informed by workforce planning within your organisation. We acknowledge that applications are based on estimates at this stage. The milestone dates which must be met for the grant are set out in the application timetable on page 2 of this document. WDF 2024-25 will be for advertised qualifications and apprenticeships started on or before 31 March 2024 and completed between 1 January 2024 and 31 March 2025.

In 2024-25 we will be fund qualifications as set out below. The [list of funded qualifications](#) and apprenticeships details what will be funded and to what value.

#### **CPD qualifications**

Awards and certificate qualifications have been categorised by level and type. Summarise all qualifications of the same level and type using the funding value specified on the list of funded qualifications.



**Table 1 - Diplomas**

Level	Funding value
2	£600
3	£815
4	£1,068
5	£1,525

**Table 2 – Apprenticeship Standards**

Level and Standard	Funding value
2 - Adult Care Worker	Diploma £600
2 - Adult Care Worker	End point assessment £400
3 - Lead Adult Care Worker	Diploma £815
3 - Lead Adult Care Worker	End point assessment £500
4 – Lead Practitioner in Adult Care	Diploma £1,068
4 – Lead Practitioner in Adult Care	End point assessment £500
5 – Leader in Adult Care	Diploma £1,525
5 – Leader in Adult Care	End point assessment £500

**Important to note:** A maximum of £2,035 can be claimed per learner per funding year in 2024-25.

**Table 3 - What is the evidence for claims?**

Type	Evidence
RQF award, certificate or diploma	A copy of the learner’s certificate from the awarding organisation.
Apprenticeship Standards	A copy of the learner’s diploma certificate from the awarding organisation to claim the diploma and a copy of the apprenticeship standard certificate to claim the additional funding for the end point assessment and completion of the standard.

**Important to note:** Under RQF, the name used for qualifications may vary between awarding organisations and may differ from the Skills for Care specification. Skills for Care has added awarding organisation and qualification numbers to the list of funded qualifications and apprenticeships, which should be the key point of reference, and has set up a [webpage](#) listing approved RQF qualifications, the awarding organisation, the qualification title and the qualification number.



**Award and Certificate qualifications:** The first 7 lines in the table are used to capture the numbers and funding values of CPD qualifications requested. You need to include the numbers and funding values being requested for each of these qualifications.

**Diploma qualifications:** Diplomas are broken down by level. Each level of diploma has a different funding value as set out in Table 2 above. Standalone diplomas are those which are not being completed within an apprenticeship. Do not include diplomas being completed within apprenticeships in these figures as these must be included in the apprenticeship options below.

**Apprenticeship Standards:** Funding is available for two components within the apprenticeship standards. Each apprenticeship standard includes a funding allocation for the diploma at the relevant level and a further allocation for the end point assessment which results in completion of the overall standard. Do not include standalone diplomas in these figures as these must be included within the diploma options above.

To complete the value of qualifications boxes, simply multiply the number of qualifications in each row of the table by the funding value set out on the list of funded qualifications and apprenticeships. For example, if you have 10 learners due to complete a level 2 award with a funding value of £125 ( $10 \times £125 = £1,250$ ) and 5 learners due to complete a level 2 award with a funding value of £180

$$10 \times £125 = £1,250$$

$$5 \times £180 = 900$$

You would complete the level 2 award row with 15 as the number of qualifications and £2,150 as the funding value.

Only enter numbers into the funding value cells. The cells are formatted to appear as a financial value. Entering non-numeric characters in the cell such as commas or decimal points may cause the value entered to display incorrectly.

You should refer to supporting documentation to help you complete the outputs and funding summary. The list of funded qualifications and apprenticeships 2024-25 will provide details of the awarding organisation, qualification number, total qualification time and funding values for all health and social care qualifications funded.

## Section 5 – Declarations

### Declarations of interest

There are three types of declarations that need to be made:

1. Potential conflicts – initial declarations:

The grant holder has a continuing duty to update Skills for Care of any relevant interests that may lead to a conflict. For example, if the grant holder (or their

employees) have an interest in another organisation that is likely to have either a financial or business interest/conflict with Skills for Care.

2. Potential conflicts - situational conflicts:

The grant holder must declare any *proposed* transactions/contracts contemplated. For example the grant holder or an organisation they are connected with is taking part in any Skills for Care tendering process.

3. Transactional conflicts:

The grant holder must declare any *actual* transactions/contracts. For example the grant holder or an organisation they are connected to is in receipt of funding from Skills for Care or is being paid for services provided to Skills for Care.

Please use this opportunity to highlight if you or any of your staff have any declarations of interest related to Skills for Care. This section must be answered yes or no and if yes details of the interest must be declared.

### Privacy policy

Skills for Care's [privacy policy](#) can be found on our website.

### Organisation declaration

A person authorised to sign up to the declaration on behalf of your organisation needs to read this section carefully, then complete their name, job title and date on the form. Tick the box then the individual who has made the declaration needs to submit the completed form from their email address before the deadline.

Please allow sufficient time to submit the application successfully, the final deadline is non-negotiable; any application that arrives after the deadline will be automatically disqualified. **Skills for Care will acknowledge receipt of applications via an email reply.**

#### Submitting your application

To submit your application, please send an email to [wdf@skillsforcare.org.uk](mailto:wdf@skillsforcare.org.uk) by **13:00 on 3 May 2024** including your organisation name in the email subject title, with **a fully completed application form.**