

Guidance for large national employers accessing the Workforce Development Fund

What is the Workforce Development Fund (WDF)?

The Workforce Development Fund (WDF) for 2024-25 is a retrospective funding stream from the Department of Health and Social Care disseminated by Skills for Care. This means that an employer must have directly incurred costs for the qualifications or apprenticeships undertaken by their staff before a claim is made through WDF on completion of the learning. The fund is only available to employers who provide an adult social care service and directly employ paid care staff in England.

The fund focuses on the achievement of qualifications, and apprenticeships and supports the continuing professional development of staff across the adult social care sector in England. **Claims can only be made for qualifications and apprenticeships which started on or before 31 March 2024 and which will complete by 31 March 2025.**

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The application process

Organisations submitted funding applications to Skills for Care. Funding allocations were agreed, and grants were awarded to successful applicants.

How do I become eligible for funding?

To become eligible for WDF you must:

1. Have applied as a large national organisation during the competitive tender and been successful in your application, signed a grant letter and submitted an organisation declaration form to Skills for Care with details of all the services you want to be able to claim funding for.
2. Comply with Adult Social Care Workforce Data Set (ASC-WDS) requirements or be prepared to meet these prior to claiming funding.
3. Have paid employees who have completed qualifications or apprenticeships for which you want to claim funding, see the [list of funded qualifications and apprenticeships](#).

How do I comply with the ASC-WDS requirements?

For a workplace to meet the ASC-WDS requirements for the Workforce Development Fund in 2024-25, the following three things must be completed:

1. A workplace which has completed an ASC-WDS workplace record before 1 April 2024 must fully update its workplace data.
2. The workplace must fully complete individual ASC-WDS staff records for all workers with a minimum of 90% of the data completed.
3. Individual staff records completed before 1 April 2024 which are included in the 90% calculation must be both fully completed and updated.

Once the above requirements have been met, a workplace will be able to claim WDF until 31 March 2025. A workplace's ASC-WDS account is expected to be an accurate reflection of its service and workforce. If your service or workforce changes significantly during the year it is expected that ASC-WDS will be updated. Failure to do so could affect your ability to claim funding.

How can I tell if I have met the ASC-WDS requirements?

When logged into your ASC-WDS account you can run a report to check whether your account(s) meets the requirements for WDF.

Can I claim WDF alongside apprenticeship funding?

You can but you need to be aware of the following information, which differs between apprenticeship levy payers and non-levy payers.

Levy paying employers including those in receipt of transferred levy funds: The apprenticeship levy can only be used to pay training delivery and end-point assessment costs. It will be possible to claim WDF alongside the apprenticeship levy, but it will not be possible to use the WDF towards training delivery or end-point assessment costs because the levy is used for that. The apprenticeship levy is a tax being applied by government so public money cannot be used to offset it. However, the WDF can be used towards the associated costs of training, such as the 20% off the job learning time requirement, wage replacement costs if required to release the learner to undertake training etc. Further information is available in our [frequently asked questions](#). If a levy paying employer has used all their levy and is accessing funding in the same way as a non-levy paying employer, see the paragraph below in relation to calculating the total cost of training delivery for those learners.

Non-levy paying employers: Pay 5% of the training delivery costs and the government pays the remaining 95%. When calculating the total cost of training

before making your WDF claim, the funds that you have directly paid towards training delivery (which may be a maximum of £150 on a standard capped at £3,000) can be factored into the total cost of training. The 95% from the government (up to £2,850 in this example) can't because that would constitute double funding and that is not allowed. The total cost of training can also include wider costs which are directly incurred by the employer as a result of the learner undertaking training, such as the 20% off the job learning time requirement, wage replacement costs if required to release the learner to undertake training etc. Further information is available in our frequently asked questions.

If you need further information about funding for apprenticeships in addition to what is available via the Workforce Development Fund, you can find additional information on our [website](#).

How do I claim funding?

It's important to note that a maximum of £2,035 per learner can be claimed per funding year. The funding year for 2024-25 is 1 April 2024 to 31 March 2025. The WDF funding contribution is a maximum of the value set out on the list of funded qualifications and apprenticeships even if you've incurred higher costs than this figure. If you've incurred lower costs than the value advertised it's possible to claim a lower amount of funding. Further details of how to do this are included in the how to put together a claim guidance document.

Once a member of your staff has completed some learning that is eligible for funding you should claim funding as follows.

Qualification evidence – To claim funding for a qualification you must have a copy of the learner's certificate which contains the following information:

- Candidate name
- Candidate registration number
- Unique learner number
- Name of qualification and qualification number as per the list of funded qualification and learning
- The date of issue of the certificate must be between 1 January 2024 – 31 March 2025
- Name of Awarding Organisation
- Name of Learning Provider or centre number.

Apprenticeship standards evidence – 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 in the qualification evidence section

above) 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 be between 1 January 2024 - 31 March 2025
- The certificate must be issued by the Institute for Apprenticeships & Technical Education (IfATE)

You can claim for the diploma once completed and certificated, and the apprenticeship standard at a later date once the end point assessment has been completed and the certificate for the apprenticeship standard has been issued. You must indicate on your claim form any diplomas which are being claimed as part of an apprenticeship.

Each WDF grant contains milestones which are as follows:

- 30 September 2024
- 29 November 2024
- 31 January 2025
- 31 March 2025

What happens next?

- The lead or primary contact must complete the claim form and submit funding claims for eligible qualifications and apprenticeships to Skills for Care in line with the grant milestones and retain the evidence on file. You must indicate on your claim form any qualifications which are being claimed as part of an apprenticeship. Further details are available in the how to put together a claim document.
- Skills for Care reviews claims received and pays you for valid claims.
- You will have to provide evidence samples when requested during the funding year.

Who can help me?

- For queries relating to your WDF claims please contact your Disbursement Assistant.
- For general enquiries about the WDF please email wdf@skillsforcare.org.uk.
- For information about any other Skills for Care resources or projects or the ways Skills for Care can support you, please contact info@skillsforcare.org.uk or 0113 2411275

- For ASC-WDS queries please contact the ASC-WDS Support Service on 0113 2410969 or ascwds-support@skillsforcare.org.uk

If you have any feedback about the WDF please email wdf@skillsforcare.org.uk