How to put together a Workforce Development Fund (WDF) claim 2023-24

Contents

	1
Introduction	2
What are the Adult Social Care Workforce Data Set (ASC-WDS) eligibility requirements for claiming WDF?	2
WDF funded qualifications and learning 2023-24	2
Learning that has been completed as part of an apprenticeship:	3
Evidence requirements	3
Once you have received and checked the evidence it is time to complete the funding claim form.	5
Filling out the claim form	6
Can I claim a lower amount of funding than the advertised qualification funding value if a lower cost has been incurred to complete the qualification?	8
Other tabs on the claim form	8
Managing your claim	8
Where to email your claim	9
Important information to note for 2023-24	10
Dates for the diary	10
Useful Links	10
Appendices	11

Introduction

To support you with WDF we have put together this guide on everything you need to know about claiming WDF.



What are the Adult Social Care Workforce Data Set (ASC-WDS) eligibility requirements for claiming WDF?

There are three parts to the eligibility requirements for WDF.

 All members/establishments must complete a WDF member's declaration form/organisation declaration form, a copy of this must be submitted to Skills for Care before the 29 February 2024. See appendix 1 for examples of the two forms and which one you should be using. The appropriate form can be downloaded from the SfC website. All forms must be completed using the same details that have been registered with the ASC-WDS.
 An establishment must fully complete and update their ASC-WDS workplace record on or after 1 April 2023 and before the 31 March 2024.
 The workplace must fully complete and update individual staff records for a minimum of 90% of its total workforce. These must be fully updated on or after 1 April 2023 and before the 31 March 2024. Please refer to WDF section of the Skills for Care website for further guidance on the ASC-WDS. These must be met in order for a member/establishment to appear on the funding claim form. If the member/establishment is not showing on the funding claim form they are not eligible to claim. Please note that due to the Easter bank holidays, the final check of accounts meeting the ASC-WDS requirements will be done on 28 March 2024.



Within ASC-WDS there is an in-browser option which allows employers to check whether they are meeting the requirements for WDF. If you need further help please call the ASC-WDS Support Service on 0113 2410969 or email them at <u>ascwds-support@skillsforcare.org.uk</u>.

Please see appendix 3 for solutions to common eligibility queries.

WDF funded qualifications and learning 2023-24

You should refer to the SfC website for the latest list of what qualifications and learning programmes will be funded. The list is reviewed in-year and updated as necessary.

When completing the Claim form the only code you need to enter in column H is the qualification number, learning programme code, digital learning module or apprenticeship standard code as per the funded qualifications and learning list. It is recommended that you select "Go to List of Codes" (cell G6) and copy the relevant code from the data tab and paste into the claim form.

Learning that has been completed as part of an apprenticeship:

In 23-24 WDF will respond to key sector priorities including completion of the adult social care apprenticeship standards. The apprenticeship standards that can be claimed for are:

- Adult Care Worker (level 2)
- Lead Adult Care Worker (level 3)
- Lead Practitioner in Adult Care (level 4)
- Leader in Adult Care (level 5)

Employers can claim funding in two stages – upon completion of the diploma and after the end-point assessment has been passed and the standard has been completed.

As it is a key Department of Health & Social Care (DHSC) priority that we will be reporting on, it is imperative that learning that has been completed and claimed for as part of an apprenticeship is recorded accurately. It is important that when completing the claim form that due attention is paid to column I and that it is completed correctly. If the diploma award has been completed as part of an apprenticeship you must inform us of this by selecting "yes" from the drop-down menu. Partnerships will take this information from the employer claim submission form which requires the employer to specify any learning which has been completed as part of an apprenticeship completed is part of an apprenticeship.

Evidence requirements

What you should expect from the establishment claiming

A copy of the full learner's certificate which you must retain. Partnerships must retain the employer claim submission forms on file.

What is the evidence to claim a qualification?

The evidence to claim a qualification is a copy of the learner's certificate from the awarding organisation which must contain the following information:

- candidate name
- candidate registration number

- unique learner number
- name of qualification
- qualification code as per the list of funded qualifications and learning
- the date of issue of the certificate must be between: 1 January 2023 31 May 2024
- name of the awarding organisation
- name of the learning provider or centre number.

What is the evidence to claim an apprenticeship standard?

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 above "what is the evidence to claim a qualification") 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 fall be between: 1 January 2023 31 May 2024
- the certificate must be issued by the Institute for Apprenticeships & Technical Education (IfATE)

Please note that you can claim for completion of the apprenticeship standard without claiming for the diploma via Skills for Care.

What is the evidence to claim a learning programme?

The evidence to claim for a learning programme is a copy of the learner's completion certificate from the learning provider which must contain the following information:

- candidate name
- candidate date of birth (this can be written on in this format DD.MM.YY)
- name of learning programme completed.
- our code for the learning programme completed as per the list of funded qualifications and learning (this can be written on, e.g. LTS for Lead to Succeed.)
- the date of issue of the certificate/completion of the course must be between: 1 January 2023 31 March 2024
- name of endorsed learning provider (must be a Skills for Care endorsed provider who is licenced to deliver the learning programme).

What is the evidence to claim a digital learning module?

The evidence to claim for a digital learning module is a copy of the learner's completion certificate which must contain the following information:

- candidate name
- candidate date of birth (this can be written on in this format DD.MM.YY)
- name of digital learning module completed
- our code for the digital learning module completed as per the list of funded qualifications and learning (this can be written on, e.g. IMLM for the leading and managing in adult social care module)
- the date of issue of the certificate/completion of the course must be between: 1 January 2023 31 March 2024
- Skills for Care logo

If any of this information is missing or unclear you will need to query this with the establishment.

A maximum of £2,000 can be claimed per learner per financial year (April to March).

Once you have received and checked the evidence it is time to complete the funding claim form.

You will receive an updated funding claim form whenever an establishment/member becomes eligible. This will be because they have recently met the ASC-WDS requirements for WDF or you have submitted a member's/organisation declaration form for an establishment which meets these requirements. This may not be on a weekly basis if no members/establishments have become eligible since the last claim form was issued.

On opening the claim form you may see a yellow banner across the top of the screen (below) asking you to enable editing – please click the button to enable the document before inputting information (if you do not enable the form you will not be able to select and input data).

() PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

Please **do not amend the format of the funding claim form**. Examples of amendments include manually typing an establishment instead of selecting from the drop-down menu or inserting more lines. Amendments to forms may result in a delay in your claim being paid.

Filling out the claim form

-UNDING CLAIM àrant Holder Name:	FORM											sk	ills for	care					
Grant Number:													<u>Go to</u>	o list o	f cod	<u>les</u>	IMPORTA PL ITS ORIGIN FOR	NT: EASE KEEP THIS DO IAL FORMAT. RM NOT ACCEPTED /	ICUMENT IN AS PDF.
Organisation	ASC-WDS	Given	ı Na	ame	Farr	nily I	Name	U Le Numb	nique arner ber (ULN)	Awar Bo	ding dy	Cand Regist Nurr	idate tration hber	Qual	lificati	on code	FOR DIF Is this be pa appre	LOMAS ONLY ing claimed as art of an enticeship?	Value Claimed
t						•					1		•			*		1	£
									+										£
														Store Coord	startha a	lourant co do To do			£
Step 1: select the										Step 4:	select the	4		this use th	he *go to l	ist of codes" butto	1		£(
establishment from the drop										relevant	awarding			above. Th paste the	en serch, code into	select, copy and the cell.			£
organisation column. See		1					_	Step 3: candida	type in the te Unique	provide	from the								fí
note below.			cano	p 2: ty didate	ype in e nam	the e		Learner	Number (ULN)	- drop do	wn menu								
I												T					Step 7: sele	ct "YES" IF the	
Note: The ASC-WDS will	oopulate											Step 5: type	the candid	ate			apprentice	hip	
autimatically when organ from column A. You shoul	sation selected			-+								registration/ for qualifical	/enrolemen tions. If for	t number a non-			_		£l
enter any information in t	hsi column.			-+								accredited k	earning prop	gramme					£
				-+								column blan	k if claimin	g for a final					£
												apprentices certificate.	hip standar	1					£
															1				£
																			f f

Step 1. Only WDF eligible members/establishments will appear on this drop-down menu. If a member/establishment is missing and you are sure they have met the requirements outlined on page 2 please contact the WDF team who will be able to advise further. Please **do not manually type in** the organisation name.

Step 2. Please ensure that the candidate name is entered fully and accurately. It is important to remember the following points:

- Please do not use the candidate's initials.
- It is your responsibility to keep us informed of any candidate name changes and the reason why, for example, if they have got married. Please let us
 know in writing so that we can keep our system up to date.

Step 3. For all RQF qualifications and apprenticeship standards please ensure that the candidate's Unique Learner Number (ULN) is correctly entered. (This does not apply to the learning programmes and digital learning modules for which the column can be left blank).

Step 4. If the awarding body is unknown please refer back to the certificate, **do not just leave it blank**. Name of endorsed provider for learning programmes must be selected. The entry is Skills for Care for digital learning modules.

Step 5. Please ensure that the candidate registration/enrolment number is correctly entered. This is used to identify duplicate funding. For learning programmes and digital learning modules please enter candidate date of birth in the following format DD.MM.YY.

Step 6. The form is data sensitive and you are strongly advised to copy the appropriate code from the data tab and paste it into the claim form. You can manually enter if you prefer but this may lead to an incorrect code being entered and the claim will be rejected.

For RQF qualifications/awards

Please enter the qualification code **only.** Codes are displayed on the front page of the certificates. If the qualification is a diploma then go to step 7.

For Apprenticeship standards Levels 2 – 5 (End Point Assessment)

Please enter code ST0005 (for the level 2 apprenticeship standard), ST0006 (for the level 3 standard), ST0007 (for the level 4 standard) or ST0008 (for the level 5 standard). These codes should be available in the data tab of claim form.

If you are claiming for the diploma and the standard at the same time you will need to complete 2 lines for the candidate on the claim form, i.e. 1 line for the diploma and then a line for the standard.

For Learning Programmes

Please enter the learning programme code only. These codes will not be on the certificate but can be found in the data tab of your funding claim form.

For Introductory Modules for Managers and Digital Learning Modules

Please enter the digital learning modules code only. These codes will not be on the certificate but can be found in the data tab of your funding claim form.

Step 7.

For Diploma claimed

If the diploma is being claimed as part of an apprenticeship select Yes in the "FOR DIPLOMAS ONLY" column.

Once the code has been entered **the value of the code** will be automatically calculated and populated into the value claimed column. You should not make any manual entries in this column. If the value does not appear to be correct it is most likely that the code has been incorrectly entered. Please do not leave blank lines between candidates.

Can I claim a lower amount of funding than the advertised qualification funding value if a lower cost has been incurred to complete the gualification?

Yes you can. This may be the case if another source of funding has been accessed in addition to WDF. Please contact your disbursement assistant for advice when you wish to claim a lower amount.

Other tabs on the claim form

You will notice that the claim form has additional tabs called partners and data. The partners tab contains all the establishments/members that we have listed under your grant, regardless of their ASC-WDS status. If you have a member/establishment missing from this tab it is most likely that we have not received their member's/organisation declaration form or that it is still being processed. If a member/establishment is listed on partners tab but not on the drop-down menu it is because they have not met the ASC-WDS requirements for WDF. If you are unsure of which member/establishment to select in the drop-down list please refer to the partner tabs for additional details.

The data tab shows a list of your eligible members/establishments and the full list of funded qualifications and learning, including description. Use this tab for codes information. The list of awarding bodies and endorsed providers are also available on this tab.

Managing your claim

Before submitting your claim you need to complete and attach a WDF claim submission form (appendix 2). This will help us to accurately log receipt of the claim. It will also help you to keep track of your submissions. You just need to complete one form to cover the whole submission, even if it is made up of more than one funding claim form.

The claim must be emailed by the grant holder. We can accept claims sent by the named administrator of the grant but this must be previously agreed with your disbursement assistant. Once the claim is received electronically by Skills for Care you will receive an automated acknowledgement. Please let us know if you do not receive this as we do not accept responsibility for claims sent to the wrong email address or email sending failure.

Skills for Care will endeavour to process all **correctly completed** claims and issue payments as soon as possible from receipt. This may take longer at busy times, particularly around milestone dates. Any claims received with information missing will be returned to sender requesting the missing information and for the claim to be resubmitted.

We recommend that you keep evidence in the order that you have submitted the codes on the claim form and that you keep the whole claim/batch together with a copy of the funding claim form. At times you will be asked to submit samples of evidence to Skills for Care for verification so you will need to be able to readily access all evidence.

Where to email your claim

The first part of your grant number denotes which email address you need to use. For example, if your grant number starts with "SW" you need to forward your claim to **SouthWestWDF@skillsforcare.org.uk.** Please include your grant number and the total value of the claim in the subject. You will receive an automated acknowledgement that your claim has been received when sent to these inboxes.

National	NationalWDF@skillsforcare.org.uk
North West	NorthWestWDF@skillsforcare.org.uk
London & South East	LSEWDF@skillsforcare.org.uk
Eastern	EasternWDF@skillsforcare.org.uk
Midlands (WM & EM)	MidlandsWDF@skillsforcare.org.uk
Yorkshire & North East	YHNEWDF@skillsforcare.org.uk
South West	SouthWestWDF@skillsforcare.org.uk

Please also forward any queries to the above relevant regional email address. Always make sure that you check your claim before submitting it as incorrect or incomplete claims cannot be accepted.

Important information to note for 2023-24

- In 2023-24 claims can be made for completion of apprenticeship standards
- Under RQF the name used for the qualifications may vary between awarding organisations and may differ from the Skills for Care specifications.
 Employers are advised to check that the learning is funded prior to commissioning it by checking the qualification number (QAN) against the list of funded qualifications and learning programmes.
- Skills for Care only funds the RQF diplomas which were developed in conjunction with sector representatives to outline the mandatory content of these
 qualifications and will only approve and fund diplomas developed to these specifications. Please refer to the funded qualifications and learning
 document on the SfC website for a comprehensive list of funded qualifications/learning.
- The final apprenticeship standard certificate (end point assessment) can be claimed in conjunction with Levels 2 5 diplomas completed within the apprenticeship standard. The evidence to claim for the apprenticeship standard (following completion of end point assessment) is a certificate issued by the Institute for Apprenticeships & Technical Education (IfATE) only, please check that the certificate displays their logo below.



Dates for the diary

- Claims can be submitted up to the close of business on 31 May 2024.
- Declaration forms need to be submitted to Skills for Care by the 29 February 2024.
- An establishment must fully complete and update ASC-WDS records on or after the 1 April 2023. Please note that due to the Easter bank holidays, the final check of accounts meeting the ASC-WDS requirements will be done on 28 March 2024. Any date extensions to the deadline for claims being submitted will not affect this deadline unless specifically noted.

Useful Links

- Partnerships: general information and WDF forms; Large National Organisations: general information and WDF forms
- Details of the qualifications and learning that will be funded
- For more information on ASC-WDS
- To register with or update ASC-WDS

Appendices

Appendix 1

WDF Member's Declaration Form

When the 23/24 scheme launches a copy of the declaration form (as a pdf) will be available on our website. Use this form if you disburse WDF as a partnership. If an organisation is registering more than one establishment with you they can list the establishment details on the second page. (Below is an example of what the form will look like, the only change will be an update to dates to reflect 23/24 funding year).

Last-updated June 2020

Workforce Development Fund (WDF) Member's Declaration Form 2020-21

To be completed by each member of the partnership and returned to the lead partner for submission to Skills for Care by 26 February 2021.

Mana of and parable you are laining	
Name of partnership you are joining	
Each establishment can only join 1	
partnership	
Your organisation's Adult Social Care	
Workforce Data Set (ASC-WDS)	
registered name	
Your organisation's ASC-WDS ID	
Your ASC-WDS registered address	
(including postcode)	
Your contact name	
Phone number	
Email (Email address must be	
completed or "no email" stated if	
you do not have an email address)	
Your organisation's website address	
Main care service you provide	Choose an item.
If other please specify here	
Number of employees in these establishments	
CQC provider ID (must be completed or state not registered with CQC)	
CQC location ID for this service if applicable	
f your contact details are different fro Address (including postcode)	m above please provide your details below

Phone number Email (small address must be completed or 'no email" stated if you do not have an email address)

Last-updated June 2028

Member's Declaration

By joining this partnership and signing the declaration below my organisation understands that the grant holder is entering into a funding agreement on our behalf and has explained the relevant terms of that funding agreement.

- I confirm that we are an adult social care employer and understand that we are only able to claim for staff and/or volumteers working within this organisation, for whom we have directly incurred costs for the specified learning, before we make a claim for funding.
- I understand that the Workforce Development Fund (WDF) is a contribution towards the costs of individuals in this organisation achieving relevant qualifications and learning programmes and that if this is combined with any other funding, the total amount claimed will be equal to or less than the total cost incurred in achieving the learning.
- I understand that I need to inform the grant holder of learning achieved and supply any relevant evidence/information that they need to claim the funding.
- I understand that I must keep clear and accurate records to evidence the funding spent and received for a period of 6 years and that I am required to supply information for audit purposes if requested by Skills for Care, the Department of Health and Social Care or a duty authorised representative working on their beats.
- I confirm that the evidence we supply in respect of WDF claims will be accurate and reliable.
- I understand that we must fully complete and/or update the required Adult Social Care Workforce Data Set data on or after 1 April 2020 to be able to access WDF until 31 March 2021 and confirm that the account data will be an accurate reflection of our service(s) and workforce.
- I understand that funding claims for an establishment can only be made through one WDF
 partnership at any time. If I want to change partnerships I will resign from my existing
 partnership, complete a member's declaration form for the new partnership and Skills for
 Care will approve or decline the request.
- I will notify the grant holder if any of my establishments are no longer eligible to claim WDF
- I understand that if we claim any funds that we are not eligible for then we will have to repay the value of these claims in full to the grant holder.

Tick this box to confirm you are the individual named below and you are authorised to make this declaration on behalf of this organisation.

Name	
Position in organisation	
Date of submission	

Last-updated June 2020

Please list all the establishments that are part of your organisation that you wish to elaim funding for.



WDF Organisation Declaration Form

Last-updated June 2020

Use this form if you access funding as a large national organisation, for your own workforce only, and do not accept claims from outside of your organisation. This will need to be updated and completed whenever you have additional establishments/services who will be claiming the fund throughout the duration of the grant agreement. (Below is an example of what the form will look like, the only change will be an update to dates to reflect 23/24 funding year).

Workforce Development	Fund (WDF) Ornanisation	Declaration Form	2020-21
recipier borouppinent		/ organisation		

Your organisation's Adult Social Care	
Workforce Data Set (ASC-WDS)	
registered name	
Your organisation's ASC-WDS ID	
Your ASC-WDS registered address	
(including postcode)	
Your contact name	
Phone number	
Email (Email address must be completed	
or "no email" stated if you do not have an email address)	
Your organisation's website address	
Main care service you provide	Choose an item.
If other, please specify	
Number of employees	
COC provider ID (must be considered or	-
white and completened with COC	
COC location ID for this service If	
applicable	
approace	

If your contact details are different from above please provide your details below

Address (including postcode)	
Phone number	
Email (breat address must be completed or "no email" stated if you do not have an email address)	

Organisation Declaration

Last updated June 2028

- I confirm that we are an adult social care employer and understand that we are only able to claim for staff and/or volunteers working within this organisation, for whom we have directly incurred costs for the specified learning, before we make a claim for funding.
- Lunderstand that the Workforce Development Fund (WDF) is a contribution towards the cost of individuals in this organisation achieving relevant qualifications and learning programmes and that if this is combined with any other funding, the total amount claimed will be equal to or less than the total cost incurred in achieving the learning.
- Lunderstand that we must keep clear and accurate records to evidence the funding spent and received for a period of 6 years and that we are required to supply information for audit purposes if requested by Skills for Care, the Department of Health and Social Care or a dury authorised representative working on their behalf.
- I confirm that the evidence submitted in respect of WDF claims will be accurate and reliable.
- Lunderstand that we will need to ensure that we have fully completed and or updated the required Adult Social Care Workforce Data Set data after 1 April 2020 to meet the ASC-WDS requirements for WDF until 31 March 2021 and confirm that the account data will be an accurate reflection of our services and workforce.
- Lunderstand that funding claims for an establishment can only be made through one WDF funding arrangement at any time and that because we have a direct funding agreement with Skills for Care our establishments cannot join a WDF partnership.
- I confirm that Skills for Care will be notified in the event that any of our establishments are no longer eligible to claim WDF.
- I understand that if we claim any funds that we are not eligible for we will have to repay the value of these claims in full to Skills for Care.

Tick this box to confirm you are the individual named below and you are authorised to make this declaration on behalf of this organisation.

Name	
Position in organisation	
Date of submission	

Name of establishment	Extablishment address	ASC-WUS ID for this establishment	COC locate ID if applicat
	4		
		X	
	ł		

Last updated June 2020

Appendix 2

WDF Claim Submission Form

Workforce Developmen	t Fund Grant Holde	Claim Submission Form	
This form is to be completed (WDF) and is to be signed of	d and attached to each off by the grant lead or	submission made for the Workforce Dev nominated administrator.	elopment
Grant number			
Total value of qualifications and apprenticeships	Number	Mater (2)	
Total value of learning programmes and digital modules	Number	Malac (C)	
Total value of claim	£		
Number of funding claim forms			
If you prefer to use your own	n covering letter, piease	include all the above information.	
. ,			

The amounts above were incurred by the candidates on the completed qualifications/learn programmes/digital modules as detailed on the attached claim form(s).

I confirm that the details given on this form are accurate to the best of my knowledge.

Name	
Position in organisation	
Date	

Appendix 3

<u>Scenario</u>

A local authority wishes to access WDF through your partnership. They have received confirmation that they have completed their local authority return to the ASC-WDS and they have completed a declaration form showing the parent details and each subsidiary. However, they are still not showing as eligible on the funding claim form.

This is because the ASC-WDS requirements for the local authority return are not the same as they are for WDF eligibility. In this case you should advise that they log back on to their ASC-WDS account to view the full ASC-WDS requirements for the WDF.