

## Workforce Development Fund Eligibility Criteria

2024-25

### Organisations claiming funding must:

- provide an adult social care service and directly employ paid care staff within England
- comply with the advertised Adult Social Care Workforce Data Set (ASC-WDS) requirements
- complete a direct access declaration form and return it to Skills for Care by **28 February 2025**
- 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 should review the points below and then decide whether to claim from the WDF:

- WDF is a contribution to the cost of paid employees undertaking vocational qualifications and apprenticeships from our list of funded qualifications and apprentice and this funding allows you to claim from more than one source.
- Claims can only be made for qualifications or apprenticeships which started on or before 31 March 2024.
- 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 Adult Social Care Workforce Data Set (ASC-WDS) must be fully completed and/or updated, in line with the requirements for claiming funding, on or after 1 April 2024, to be able to access the WDF until 31 March 2025, and the account data will be an accurate reflection of your service(s) and workforce.
- 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\*, assessment costs\*, employees' salaries whilst undertaking the learning, expert witness testimonies and backfill if required (i.e. wage replacement costs) can be included for this fund. (\*unless the course fee or end point assessment 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 claiming 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 qualifications and apprenticeships is a copy of the learner's certificate which includes the advertised criteria as set out on our website.