

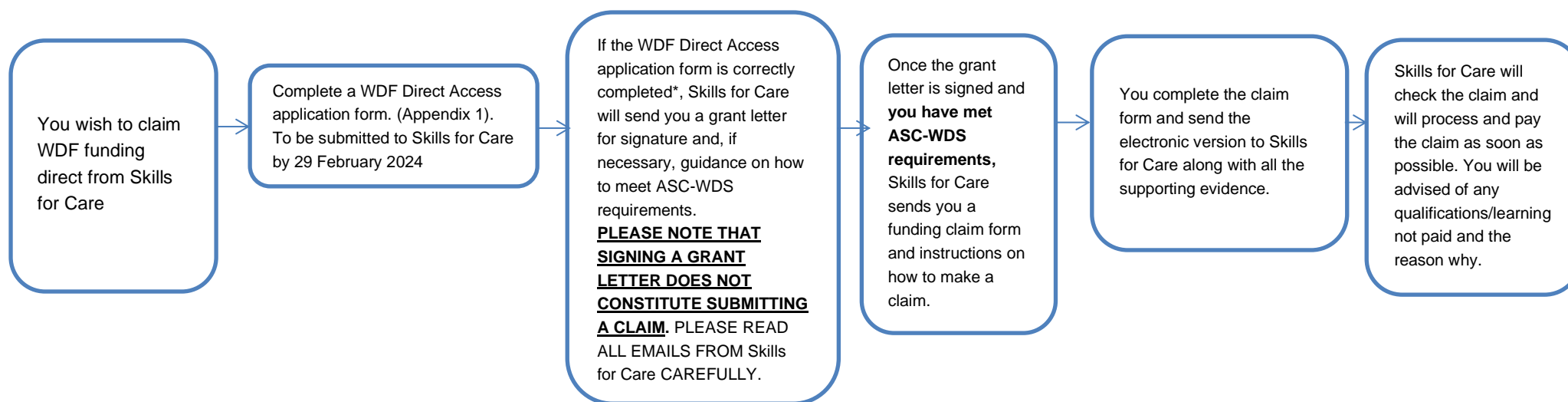
How to put together a Workforce Development Fund (WDF) claim 2023-24

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Introduction – The process

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



* You have an ASC-WDS account, are operating within the advertised Local Authority areas and have been validated as an adult social care provider who directly employs paid care staff in England.

What are the eligibility requirements for claiming WDF?

There are five parts to the eligibility requirements for direct access to WDF funding.

- You must provide an adult care service and directly employ paid care staff in England. You must complete a WDF Direct Access declaration form, a copy of this must be submitted to Skills for Care by **29 February 2024**. See appendix 1 for example of the form. The form can be downloaded from the Skills for Care website. All forms must be completed using the same details that have been registered with the Adult Social Care Workforce Data Set (ASC-WDS).
- You must complete and sign a grant letter that will be sent to you electronically.
- You must **fully complete and update** your ASC-WDS workforce record(s) on or after the 1 April 2023 and **before 5pm on 28 March 2024**.
- You must **fully complete and update** individual staff records for a minimum of 90% of your total workforce on or after the 1 April 2023 and before 28 March 2024. Please refer to the WDF section of the Skills for Care website or the ASC-WDS website for further guidance on the ASC-WDS.

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.

The ASC-WDS requirements must be met for you to receive a funding claim form, without a funding claim form no claims can be made.



Within ASC-WDS there is an in-browser option which allows you to check whether you are meeting the requirements for WDF. If you need further help, please call the *ASC-WDS Support Service on 0113 241 0969* or email them at ascwds-support@skillsforcare.org.uk.

Please see appendix 3 for solutions to common eligibility queries.

WDF funded qualifications and learning 2023-24

You should refer to the Skills for Care website for the latest list of what qualifications and learning 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. Organisations 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 or for employers to confirm that none of the learning completed is part of an apprenticeship.

Evidence requirements

You must retain a copy of the full learner's certificate for every qualification, learning programme, digital learning module or apprenticeship claimed.

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 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 the overall 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 endorsed 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. DLLM for the Leadership and Management module.)
- the date of issue of the certificate/completion of the course must be between 1 January 2023 - 31 March 2024

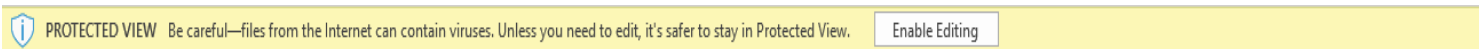
If any of this information is missing or unclear you will need to find it.

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 a funding claim form from us. If you have more than one site/ASC-WDS account number assigned to your grant you will receive an updated funding claim form as and when a site becomes eligible. This will be because they have recently met the ASC-WDS requirements for WDF or you have submitted a direct access declaration form for a workplace which meets these requirements.

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 will not be able to select and input data**).



Please **do not amend the format of the funding claim form**. Examples of amendments include manually typing a workplace 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

FUNDING CLAIM FORM											
Grant Holder Name:					 Go to list of codes					IMPORTANT: PLEASE KEEP THIS DOCUMENT IN ITS ORIGINAL FORMAT. FORM NOT ACCEPTED AS PDF.	
Grant Number:											
Organisation	ASC-WDS	Given Name	Family Name	Unique Learner Number (ULN)	Awarding Body	Candidate Registration Number	Qualification code	FOR DIPLOMAS ONLY Is this being claimed as part of an apprenticeship?	Value Claimed		
									€0		
									€0		
									€0		
									€0		
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Step 1: select the establishment from the drop down menu in the organisation column. See note below.

Step 2: type in the candidate name

Step 3: type in the candidate Unique Learner Number (ULN)

Step 4: select the relevant awarding body or endorsed provider from the drop down menu

Step 5: type the candidate registration/enrolment number for qualifications. If for a non-accredited learning programme enter candidate dob. Leave this column blank if claiming for a final apprenticeship standard certificate.

Step 6: enter the relevant code. To do this use the "go to list of codes" button above. Then search, select, copy and paste the code into the cell.

Step 7: select "YES" if the Diploma is part of an apprenticeship

Note: The ASC-WDS will populate automatically when organisation selected from column A. You should not manually enter any information in this column.

Step 1. Only WDF eligible workplaces will appear on this drop-down menu. If a workplace 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. Please ensure that the candidate's Unique Learner Number (ULN) is correctly entered for all qualifications and apprenticeship standards. This does not apply to the learning programmes or 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 standard 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, ie. 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 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 qualification?](#)

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 that we have listed under your grant, regardless of their ASC-WDS status. If you have any workplaces missing from this tab it is most likely that you did not include them on your declaration form. If a workplace is listed on the partners tab but not on the drop-down menu it is because they have not met the ASC-WDS requirements for WDF. The workplace selected should be the one which is the workplace of the learner that you want to claim for.

The data tab shows a list of your eligible workplaces and the full list of acceptable qualifications, learning programmes and digital learning modules, 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](#)

When 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 and supporting evidence should be emailed to the Skills for Care WDF direct access administrator via the dedicated inbox (see below). 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 your copy of the 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.

Where to email your claim

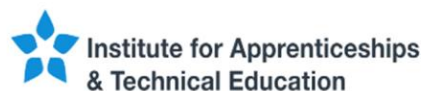
Please include your grant number and the total value of the claim in the subject. You will receive an automated acknowledgement that your claim has been received when sent to this inbox.

directaccess.wdf@skillsforcare.org.uk

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, guidance is available online.
- 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 qualification and learning programmes.
- Skills for Care only funds RQF diplomas which have been developed to and approved against our minimum specifications. Please refer to the funded qualifications and learning document on the Skills for Care 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.



- The submission of a declaration form/signing of a grant letter does not constitute submitting a claim. To make a claim, please read all emails from Skills for Care carefully and ensure all instructions given are actioned.

Dates for the diary

- A Direct Access declaration form needs to be submitted to Skills for Care by the **29 February 2024**.
- Claims can be submitted up to 17:00 on 31 May 2024.
- A workplace must fully complete and update ASC-WDS records 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

- For general guidance and WDF forms - www.skillsforcare.org.uk/wdf
- Details of the qualifications and learning that will be funded - www.skillsforcare.org.uk/WDFqualifications
- For more information on ASC-WDS go to www.skillsforcare.org.uk/asc-wds. To register or update your data click here - <https://asc-wds.skillsforcare.org.uk/login>

Appendices

Appendix 1 - WDF Direct Access Declaration Form

When the 23/24 scheme launches a copy of the declaration form (as a pdf) will be available on our website. If an organisation is registering more than one workplace with Skills for Care they can list the workplace details on the fourth 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).

<p>Last updated June 2020</p>  <p>Workforce Development Fund Direct Access Declaration Form 2020-21</p> <p>Before completing and submitting your declaration form please read the direct access guidance and FADs.</p> <p>Please ensure you can answer yes to the following questions to confirm your eligibility to claim funding directly from Skills for Care:</p> <ul style="list-style-type: none"> Are you in one of the listed eligible local authority (LA) areas? Click here to view the eligible LA areas If you're not in an eligible LA area you can claim WDF through a partnership. Find out more here Are the qualifications and learning programmes you're applying for funding for on the list of funded qualifications and learning programmes? Do you or will you have the relevant evidence you will need before making a claim? You will need the certificate of the full qualification or learning programme and this must be dated between the 01 January 2020 to 31 March 2021. Please note: if you don't currently have the certificates but they are due by 31 March 2021 then you can still proceed with this application. <p>To access the 2020-21 Workforce Development Fund (WDF), the completed Direct Access Declaration Form must be returned by 26 February 2021 to directaccess.wdf@skillsforcare.org.uk.</p>	<p>Last updated June 2020</p> <p>WDF Direct Access Declaration Form 2020-21 This form is to be completed by employers accessing WDF directly (this does not include large national organisations with a direct grant agreement).</p> <table border="1"> <tr> <td>Your organisation's Adult Social Care Workforce Data Set (ASC-WDS) registered name</td> <td></td> </tr> <tr> <td>ASC-WDS ID</td> <td></td> </tr> <tr> <td>Your ASC-WDS registered address (including postcode)</td> <td></td> </tr> <tr> <td>Your contact name</td> <td></td> </tr> <tr> <td>Phone number</td> <td></td> </tr> <tr> <td>Email (Email address must be completed or "no email" stated if you do not have an email address)</td> <td></td> </tr> <tr> <td>Your organisation's website address</td> <td></td> </tr> <tr> <td>Main care service you provide</td> <td>WORKS AN ISM1</td> </tr> <tr> <td>If other please specify here</td> <td></td> </tr> <tr> <td>Number of employees in these establishments</td> <td></td> </tr> <tr> <td>CQC provider ID (must be completed or state not registered with CQC)</td> <td></td> </tr> <tr> <td>CQC location ID for this service if applicable</td> <td></td> </tr> <tr> <td>Name of learning provider</td> <td></td> </tr> </table> <p>If your contact details are different from above please provide your details below</p> <table border="1"> <tr> <td>Address (including postcode)</td> <td></td> </tr> <tr> <td>Phone number</td> <td></td> </tr> <tr> <td>Email (Email address must be completed or "no email" stated if you do not have an email address)</td> <td></td> </tr> </table>	Your organisation's Adult Social Care Workforce Data Set (ASC-WDS) registered name		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	WORKS AN ISM1	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		Name of learning provider		Address (including postcode)		Phone number		Email (Email address must be completed or "no email" stated if you do not have an email address)		<p>Last updated June 2020</p> <p>Declaration</p> <ul style="list-style-type: none"> I confirm that we are an adult social care employer and that we're 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. 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 the amount of funding available to my organisation is limited to maximise the number of employers who can benefit from the funding. I understand that I need to inform Skills for Care of learning achieved and supply accurate and reliable evidence to claim the funding. I understand that we 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 duly authorised representative working on their behalf. 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 funding arrangement at any time and that any establishments that we claim funds for directly from Skills for Care cannot join a WDF partnership. I will notify Skills for Care if 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 then we will have to repay the value of these claims in full to Skills for Care. I accept that by claiming WDF directly I will be required to sign a grant letter with Skills for Care. <p><input type="checkbox"/> Tick this box to confirm you are the individual named below and you are authorised to make this declaration on behalf of this organisation.</p> <table border="1"> <tr> <td>Name</td> <td></td> </tr> <tr> <td>Position in organisation</td> <td></td> </tr> <tr> <td>Date</td> <td></td> </tr> </table> <p>For office use only:</p> <table border="1"> <tr> <td>XRM organisation reference</td> <td></td> </tr> <tr> <td>XRM contact reference</td> <td></td> </tr> <tr> <td>Grant letter issued</td> <td></td> </tr> <tr> <td>Agreement number</td> <td></td> </tr> <tr> <td>Notes</td> <td></td> </tr> </table>	Name		Position in organisation		Date		XRM organisation reference		XRM contact reference		Grant letter issued		Agreement number		Notes	
Your organisation's Adult Social Care Workforce Data Set (ASC-WDS) registered name																																																		
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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	WORKS AN ISM1																																																	
If other please specify here																																																		
Number of employees in these establishments																																																		
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Appendix 2

WDF Claim Submission Form



Workforce Development Fund Grant Holder Claim Submission Form

This form is to be completed and attached to each submission made for the Workforce Development Fund (WDF) and is to be signed off by the grant lead or nominated administrator.

Grant number		
Total value of qualifications and apprenticeships	Number	Value (£)
Total value of learning programmes and digital modules	Number	Value (£)
Total value of claim	£	
Number of funding claim forms		

If you prefer to use your own covering letter, please include all the above information.

Checklist

- Has the claim form(s) been fully completed?
- Have you identified and indicated any learning that is part of an apprenticeship on your claim form?
- Does the evidence you have reviewed and retained meet the evidence requirements?

I confirm that the amounts above were incurred by the candidates on the completed qualifications/learning 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

Scenario 1

You wish to access WDF directly from Skills for Care. You believe you have updated the ASC-WDS and completed a declaration form showing the workplace details. However, you have still not been sent a funding claim form. In this case you should log back on to your ASC-WDS account and use the in-browser option which allows you to check whether your account is meeting the requirements for WDF.

The following checklist could help you establish the reason that a workplace is not appearing -

- Have you submitted a 2023-24 direct access declaration form including details of the workplace?
- Have you completed and signed a grant letter?
- Have you accessed your ASC-WDS in-browser tool to ascertain WDF eligibility?