

Guidance for completing the Workforce Plan 2017-18

All data entered below (into the yellow row) relates to your overall organisation not your individual establishments at different sites

- Organisation Name: Enter the name of your organisation. This is your organisation name, **not the individual establishments** where you have multiple sites.
- Number of Workers: This is the total number of workers in your organisation. This is **not** just the number of workers which you will be claiming funding for through ARC.
- Number of Workers to claim for: This is the total number of workers that are currently or will be working on a qualification/units up to March 2018 which you would like to claim funding for through ARC. *
- Number of **Credits**: Enter the total number of CREDITS in each column, being requested for QCF awards, certificates, diplomas and units NOT part of an Apprenticeship.
Enter the total number of CREDITS in each column, being requested for units within Apprenticeships -SASE Frameworks & Apprenticeship Standards
RQF L4 Certificate in Leadership & Management and Lead to Succeed
- Your estimates should be submitted in conjunction with the Skills for Care List of Funded Qualifications and Learning Programmes and Skills for Care List of Acceptable Units attached to our email.
- Comments: This column is optional, but gives you an opportunity to include any further information that you feel is relevant. Any comments should be concise and specific for your organisation.
- Overall Totals: This section will add together all the totals and provide an overall value of the funding requested.

* a unit can only be claimed once and cannot be double funded. Please see the ARC WDF FAQ's for further guidance <http://arcuk.org.uk/trainingservices/wdf-faqs/>

Organisation name	No. of workers in organisation	No. of workers to claim for	Number of credits								Comments
			QCF awards	QCF certificates	QCF diplomas	Individual QCF units	Apprenticeships SASE Frameworks	Apprenticeships standards	RQF L4 Certificate in L&M	Lead to Succeed	
Overall totals	No. of workers in organisation	No. of workers to claim for	QCF awards	QCF certificates	QCF diplomas	Individual QCF units	Apprenticeships SASE Frameworks	Apprenticeships standards	RQF L4 Certificate in L&M	Lead to Succeed	
Total numbers											
Total value											

Application totals	Total credits	Total value