

# Information for employers

## The Workforce Development Fund



### What is the Workforce Development Fund?

The Workforce Development Fund (WDF) is funding from the Department of Health and Social Care which is disbursed by Skills for Care. It's a limited pot of money which funds qualifications and learning programmes to support the continuing professional development of staff across adult social care in England.

Employers can claim back a contribution towards the costs of employees completing health and social care qualifications, apprenticeships and learning programmes. Employers who directly incur costs for learning and development, such as course fees, can access the WDF to reclaim a contribution towards these costs.

### Can I apply?

If you're an adult social care employer operating in England you can apply for the funding.

### What can I claim for?

You can claim for qualifications and learning programmes completed between 1 January 2018 and 31 March 2019.

You can claim WDF towards the cost of course fees (or employer contributions) and associated costs, such as employees' salaries whilst they are undertaking training, coaching and mentoring costs, venue costs for the training and wage replacement costs.

### What's in it for me?

The WDF pays a contribution depending on the size of the qualification or learning programme and is funded, to the value advertised, upon completion. A maximum of £1,200 can be claimed per learner per funding year. Funding years run from 1 April to 31 March.

Here are some examples of what could be claimed:

- Level 2 Diploma in Care: **£690**
- Level 3 Diploma in Adult Care: **£870**
- Level 4 Diploma in Adult Care: **£1,050**
- Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services, adult pathway: **£1,200**
- Level 5 Certificate of Fundamental Knowledge in Commissioning for Wellbeing: **£300**
- 'Lead to Succeed' learning programme: **£350**

For a list of funded adult social care qualifications and learning programmes visit [www.skillsforcare.org.uk/WDFqualifications](http://www.skillsforcare.org.uk/WDFqualifications)

## How can I apply?

You must join a WDF partnership to access the funding and you must join or liaise with your partnership directly: a third party such as a learning provider cannot do this on your behalf. You must also have a National Minimum Data Set for Social Care (NMDS-SC) account to access WDF. To find out more and set up a free account visit [www.nmds-sc-online.org.uk](http://www.nmds-sc-online.org.uk).

For details of partnerships you can join and how to do this visit [www.skillsforcare.org.uk/partnershipaccess](http://www.skillsforcare.org.uk/partnershipaccess).

## How do I claim funding?

When your staff have completed eligible qualifications and learning programmes, submit a copy of the learner's certificate to the partnership.

Certificates for qualifications must contain the following information:

1. Candidate name	5. Name of awarding organisation
2. Candidate registration number	6. Name of learning provider
3. Unique learner number	7. Certificate of issue between 1 January 2018 and 31 March 2019
4. Qualification name and code	8. For QCF qualifications - full breakdown of units completed

Certificates for learning programmes must contain the following information:

1. Candidate name	4. Name of endorsed learning provider
2. Candidate date of birth	5. Certificate issue between 1 January 2018 and 31 March 2019
3. Name of learning programme	

## What if we already receive funding?

WDF is a contribution to the cost of employees completing vocational qualifications and learning programmes from our list of acceptable qualifications and learning programmes. This funding allows employers to claim from more than one source, for example the Education and Skills Funding Agency (ESFA).

There are some important points to note:

- Where employers are claiming from more than one source of public funding, or using the apprenticeship levy, they must ensure that they do not claim the same cost from more than one source e.g. if the course fee has been covered by public funding, or paid for by the apprenticeship levy, it cannot be claimed via WDF.
- It is an employers' responsibility to ensure that they do not claim more funding than the cost to them of employees undertaking training but direct costs such as course fees\*, employees' salaries and backfill if required (i.e. wage replacement costs) can be included for this fund. Costs must be incurred before WDF is claimed.
- Employers must ensure that they have records in place to evidence the costs of any funding claim they make.

\* Employers paying the apprenticeship levy cannot claim WDF towards course fees or end-point assessment costs but can claim it towards other direct costs, such as the wage replacement costs.

## Further Information

Visit [www.skillsforcare.org.uk/wdf](http://www.skillsforcare.org.uk/wdf) for further information about WDF. Email [wdf@skillsforcare.org.uk](mailto:wdf@skillsforcare.org.uk) if you have any further questions or contact your local partnership:

# Joining a partnership to access funding



## 1. Identify learning needs of your staff and find a learning provider

Commission learning and development for employees for eligible qualifications and learning programmes. For details of these visit [www.skillsforcare.org.uk/WDFqualifications](http://www.skillsforcare.org.uk/WDFqualifications).

## 2. Get your NMDS-SC number

If you're not already on the National Minimum Data Set for Social Care (NMDS-SC) then you'll need to set up an account. The NMDS-SC is an online data collection for the whole adult social care workforce and sector.

Visit [www.nmds-sc-online.org.uk](http://www.nmds-sc-online.org.uk) for more information and how to get started.

## 3. Join a partnership

Review the partnerships and decide which one you want to join. For details of partnerships visit [www.skillsforcare.org.uk/partnershipaccess](http://www.skillsforcare.org.uk/partnershipaccess).

Send your completed members declaration form to your chosen partnership. Download this from [www.skillsforcare.org.uk/WDFmembersdec](http://www.skillsforcare.org.uk/WDFmembersdec). The partnership will send this to Skills for Care.

## 4. Check that your NMDS-SC account complies with WDF requirements

Update your NMDS-SC account in line with the requirements for WDF. For details of the requirements visit [www.skillsforcare.org.uk/WDFnmds-sc](http://www.skillsforcare.org.uk/WDFnmds-sc).

## 5. Claim for completed qualifications and learning programmes

When your employees have completed eligible qualifications and learning programmes, submit a copy of the learner's certificate to the partnership.

The partnership will submit the learning to Skills for Care as long as steps 4 and 5 have been completed in full.

## 6. Receive payment from the partnership