



# **Workforce Development Fund guidance for employers accessing the fund directly from Skills for Care (South West) 2018 - 2019**

**If you are in the following local authority areas you can claim the  
Workforce Development Fund directly from Skills for Care**

Bath and North East Somerset  
Bristol City Council  
Gloucestershire  
North Somerset  
Somerset  
South Gloucestershire

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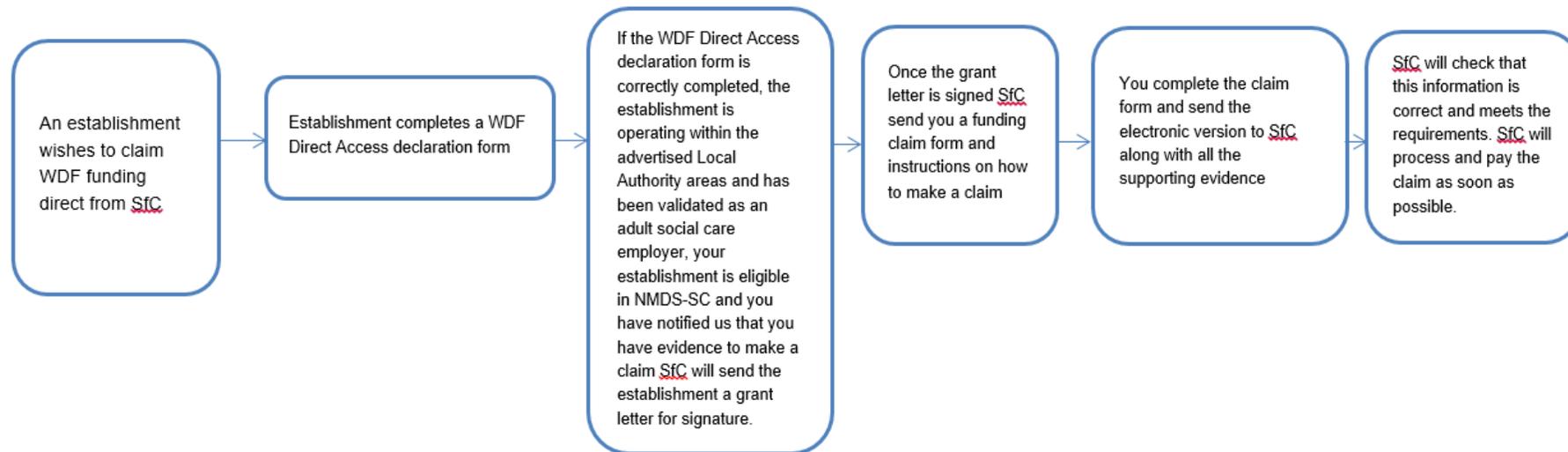
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## Introduction

### What is the Workforce Development Fund (WDF)?

The Workforce Development Fund (WDF) for 2018-19 is a retrospective funding stream from the Department of Health and Social Care disseminated by Skills for Care. This means that an employer must have directly incurred costs for the qualifications or learning programmes undertaken by their staff before a claim is made through WDF for completed learning. The fund focuses on the achievement of qualifications and supports the continuing professional development of staff across the adult social care sector in England.

The fund is distributed by Skills for Care via a network of employer led partnerships and large national organisations. We have advertised specific local authority areas which are not covered by a local WDF partnership and employers who are operating within these advertised areas can claim WDF directly from Skills for Care for these services.



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.

## Step 1 - Local Authority Areas

This guidance only applies to employers operating within the following local authority areas for claiming WDF directly from Skills for Care.

- Bath and North East Somerset
- Bristol City Council
- Gloucestershire
- North Somerset
- Somerset
- South Gloucestershire

If you currently offer services in any Local Authority areas that are not listed above you can:

- Join an [employer led partnership](#)
- If you're a [large national organisation](#) who has been awarded a grant, you'll claim your funding direct from Skills for Care.

## Step 2 - The application process

To claim WDF direct from Skills for Care you must complete a WDF [direct access declaration form](#) and submit it to the email address specified on the form. On receipt Skills for Care will validate your application. Following validation of your application you will be issued with information to set out next steps. This will advise whether your NMDS-SC account meets the requirements for funding or whether it needs updating.

The Workforce Development Fund is a resource to the sector so limits are applied to the amount of funding which can be claimed by a single organisation to maximise the number of employers who can benefit from the fund.

## How do I become eligible for funding?

There are three things that you must do before you become eligible for WDF:

1. Have completed the WDF direct access declaration form and signed the grant letter as set out above.
2. Comply with NMDS-SC requirements or be prepared to meet these prior to claiming funding. We have also developed a guidance document – NMDS-SC completion guidance.
3. Have employees who have completed eligible qualifications or non-accredited learning programmes against which you want to claim funding, **see the [list of funded qualifications and learning programmes](#)**. Notify Skills for Care that you want to make a claim and we will send you a grant letter which must be signed and returned.

**Tip – use the online list of funded qualifications and learning programmes not a printed version as this may be updated**

## Step 3 - How do I comply with the NMDS-SC requirements?

Read the NMDS-SC completion guidance which can be found on [www.nmds-sc-online.org.uk](http://www.nmds-sc-online.org.uk)

For an establishment to meet the NMDS-SC requirements for the Workforce Development Fund in 2018-19, the following three things must be completed:

1. An establishment which has completed an NMDS-SC organisational record before 1 April 2018 must fully update its organisational data.
2. The establishment must fully complete individual NMDS-SC worker records for a minimum of 90% of its total workforce (this includes any staff who are not care-providing).
3. Individual records for workers completed before 1 April 2018 which are included in the 90% calculation must be both fully completed and updated.

Once the above requirements have been met, an establishment will be able to claim WDF **until 31 March 2019**. An establishment's NMDS-SC account is expected to be an accurate reflection of its service and workforce. If your service or workforce changes significantly during the year it is expected that NMDS-SC will be updated. Failure to do so could affect your ability to claim funding.

## How will I know when I have met the NMDS-SC requirements for WDF?

1. Log into your NMDS-SC account and from the left hand menu click on reports.
2. Choose 'My WDF NMDS-SC requirements report'.

This will tell you whether your establishment is 'eligible' or 'not eligible' in terms of meeting the NMDS-SC requirements for WDF. Where an establishment is not eligible, this report will show whether this is due to the establishment data or the worker data.

3. Run the 'My establishment report' and / or 'My worker list' to identify gaps in the data. As these are live reports, you can update your NMDS-SC information and rerun the reports to get an updated position.

If you are 'not eligible' for workforce development funding please access the ['How to complete the NMDS-SC in order to claim Workforce Development Funding'](#).

**Parent establishments** can run 'My WDF NMDS-SC requirements parent report'.

This will show which of your subsidiaries are 'eligible' or 'not eligible' in terms of meeting the NMDS-SC requirements for WDF. If you cannot see data relating to your subsidiaries via this report, this will be because of the data sharing permissions set by the subsidiary, which will have been set so that data is not shared with the parent account.

For more information on how to set up an account if you do not already have one, please visit our [NMDS-SC website](#).

## Step 4 - Can I claim WDF alongside apprenticeship funding?

You can but you need to be aware of the following information, which differs between apprenticeship levy payers and non-levy payers.

### Levy paying employers:

- The apprenticeship levy can only be used to pay training delivery and end-point assessment costs.
- It will be possible to claim WDF alongside the apprenticeship levy but it will not be possible to use the WDF towards training delivery or end-point assessment costs because the levy is used for that.
- The apprenticeship levy is a tax being applied by government so it would not be appropriate to allow public money to offset it. However, the WDF can be used towards the associated costs of training, such as the 20% off the job learning time requirement, wage replacement costs if required to release the learner to undertake training etc. Further information is available in our [frequently asked questions](#).
- If a levy paying employer has used all of their levy and is accessing funding in the same way as a non-levy paying employer, see the paragraph below in relation to calculating the total cost of training delivery for those learners.

### Non-levy paying employers:

- Access funding on a 1:9 ratio from an alternative source of funding. When calculating the total cost of training before making your WDF claim, the funds that you have directly paid towards training delivery (which may be a maximum of £300 on a standard capped at £3,000) can be factored into the total cost of training.
- The 90% from the government (up to £2,700 in this example) cannot because that would constitute double funding and that is not allowed. The total cost of training can also include wider costs which are directly incurred by the employer as a result of the learner undertaking training, such as the 20% off the job learning time requirement, wage replacement costs if required to release the learner to undertake training etc. Further information is available in our frequently asked questions.
- If you need further information about funding for apprenticeships in addition to what is available via the Workforce Development Fund, you can find additional information on our website.

## Step 5 - How do I claim funding?

Once you have signed your grant letter with Skills for Care and you have establishments which meet the NMDS-SC requirements for WDF, we will send you a **claim form** to enable you to claim funding for your learners.

You will need to fully complete the claim form with details of all learners and the qualifications or learning programmes that they have completed that you wish to claim for. There is a [guidance document](#) available to help you put your claim together. Once your claim form has been completed this needs to be submitted to [directaccess.wdf@skillsforcare.org.uk](mailto:directaccess.wdf@skillsforcare.org.uk) along with your claim submission form and a copy of your evidence (learner's certificates).

It is important to note that a maximum of £1,200 per learner can be claimed in any funding year. The funding year for 2018/19 is 1 April 2018 to 31 March 2019.

The WDF funding contribution set out on the list of funded qualifications and learning programmes and this is the maximum value that can be claimed even if you have incurred higher costs than this figure. If you have incurred lower costs than the value advertised it is possible to claim a lower amount of funding. Further details of how to do this are included in the how to put together a claim guidance document. Once a member of your staff has completed some learning that is eligible for funding you should claim funding as follows.

## Step 6 – Qualifications and Courses

### QCF qualifications

A copy of the **learner's certificate**, with a full breakdown of units completed must be submitted. The certificate must contain the following information:

1. Candidate name
2. Candidate registration number
3. Unique learner number
4. Name of qualification and qualification number as per the list of funded qualification and learning programmes

Name and code of all units completed as per our unit code on the [unit code look up list](#), e.g. Understand activity provision within social care - ACT201 <sup>1</sup>

5. The date of issue of the certificate must fall within our advertised dates for the funding year, so 1 January 2018 – 31 March 2019 for 18/19.
6. Name of Awarding Organisation
7. Name of Learning Provider or centre number

<sup>1</sup> \* To find the unit code, identify the RITS code in the unit breakdown of the learner's certificate, e.g. H/602/4644 – Understand activity provision within social care, go to the unit code look up list online, press Ctrl

and F on your keyboard to bring up the find box. Type in H/602/4644 and click find. If the unit is on the list the cell it is in will be highlighted. You can then read across the relevant row to find the unit code in the left hand column, in this case ACT201. The code can be copied and pasted from the look up list to the claim form. You can do this by highlighting the unit code on the look up list with your mouse, pressing Ctrl and C on your keyboard, then click in the cell code cell on the claim form and press Ctrl and V on your keyboard. This will paste the code across. Alternatively after highlighting the unit code you can copy by clicking the right hand button on your mouse and choosing copy from the list that is displayed, or by clicking copy from the ribbon at the top of the page when on the home tab. After copying you can paste by clicking the right hand button on your mouse and choosing paste from the list that is displayed, or by clicking paste from the ribbon at the top of the page when on the home tab. If the code is not included in the list a message will pop up to say that it cannot be found.

## RQF qualifications

A copy of the learner's certificate must be submitted which contains the following information:

1. Candidate name
2. Candidate registration number
3. Unique learner number
4. Name of qualification and qualification number as per the list of funded qualification and learning programmes
5. The date of issue of the certificate must fall within our advertised dates for the funding year, so 1 January 2018 – 31 March 2019 for 18/19.
6. Name of Awarding Organisation
7. Name of Learning Provider or centre number

## Non-accredited learning programmes

A copy of the learner's certificate must be submitted which contains the following information:

1. Candidate name
2. Date of birth
3. Name of learning programme
4. Our code as per the list of funded qualification and learning programmes
5. The date of issue of the certificate must fall within our advertised dates for the funding year, so 1 January 2018 – 31 March 2019 for 18/19.
6. Name of endorsed learning provider

Any missing information can be written onto the certificate.

You're responsible for maintaining a clear audit trail of funding received and spent and must be able to confirm details of learning and development funded through WDF if required so we recommend you retain copies of the evidence for your records.

**Please note** if you are claiming funding for a completed QCF qualification, the amount of funding you will receive is the total advertised funding value of the qualification minus any funding you have already received. For example, you have already claimed funding (£360) for the 9 mandatory units within a level 2 diploma in health and social care. The total advertised funding value for the completed qualification is £690, therefore you will receive £330. (£690 - £360 = £330.)

## Step 7 - What happens next?

1. Skills for Care reviews the claim form and evidence received.
2. Any queries will be raised with the claimant.
3. Duplicate learning or learning which is not fully evidenced will be rejected.
4. Fully evidenced eligible learning will be paid.

You will be contacted directly if there are any queries with your claim. You will be notified in writing if any learning cannot be claimed.

To enable all employers to have the opportunity to claim funding during the year, we operate limits to the amount that can be claimed by individual organisations during the year. If you reach your limit we will advise you. You may have the opportunity to access additional funds at the end of the funding year. We will communicate further information about this directly during March 2019.

## Who can help me?

For general enquiries about the Workforce Development Fund, and information about the ways Skills for Care can support you, please contact [info@skillsforcare.org.uk](mailto:info@skillsforcare.org.uk) or 0113 2411275

For NMDS-SC queries please contact the NMDS-SC Support Service on: 0845 873 0129

If you have any feedback about the Workforce Development Fund please email [wdf@skillsforcare.org.uk](mailto:wdf@skillsforcare.org.uk)

## **You can also contact your Skills for Care Locality Manager in the South West**

### **Bath and North East Somerset, Bristol, North Somerset and South Gloucestershire**

Lindsey Thomas - Locality Manager

Tel: 0117 9244638 or 07875 471117

[lindsey.thomas@skillsforcare.org.uk](mailto:lindsey.thomas@skillsforcare.org.uk)

### **Gloucestershire**

Charlotte Swarbrick - Locality Manager

Tel: 07825 933674

[charlotte.swarbrick@skillsforcare.org.uk](mailto:charlotte.swarbrick@skillsforcare.org.uk)

***Please note** Charlotte will not be available from 10.12.18 (after this date please contact another member of the South West team)*

### **Somerset**

Christiana Evans - Locality Manager

Tel: 07500782755

[christiana.evans@skillsforcare.org.uk](mailto:christiana.evans@skillsforcare.org.uk)

***Please note** -currently on leave until 7 January 2019 (before this date please contact another member of the South West team).*

### **Other South West team members include:**

Jill Croskell - Locality Manager

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