

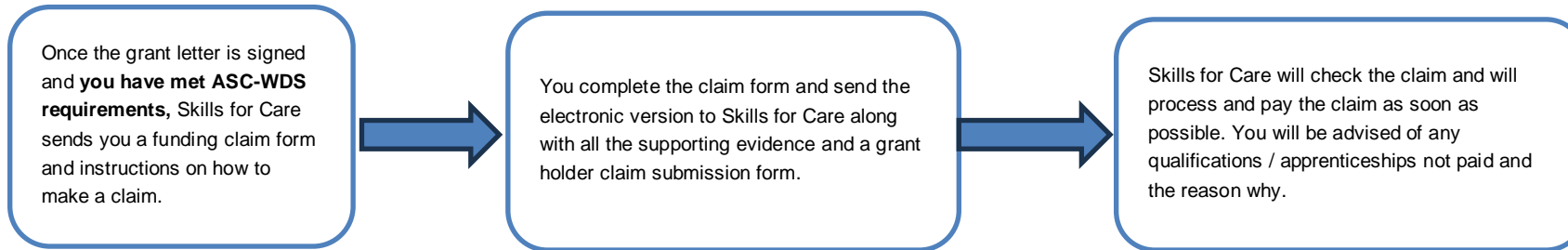
How to put together a Workforce Development Fund (WDF) claim 2024-25

Contents

.....	1
Introduction – The process	2
Meeting the Adult Social Care Workforce Data Set (ASC-WDS) requirements for claiming WDF	2
WDF funded qualifications and apprenticeships 2024-25	2
Learning that has been completed as part of an apprenticeship:	2
Evidence requirements	3
Once you have received and checked the evidence it is time to complete the funding claim form.	4
Filling out the claim form	5
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? 7	
Other tabs on the claim form	7
Managing your claim	7
Where to email your claim.....	7
Important information to note for 2024-25	8
Dates for the diary	8
Useful Links	8
Appendices	10

Introduction – The process

To support you with claiming WDF we have put together this guide. This will take you through the steps to make a claim. It is assumed that you have already applied to access the fund and have signed a grant letter.



Meeting the Adult Social Care Workforce Data Set (ASC-WDS) requirements for claiming WDF

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 2 for solutions to common eligibility queries.

WDF funded qualifications and apprenticeships 2024-25

You should refer to the Skills for Care website for the [current list](#) of what qualifications and apprenticeships will be funded. You can only claim for learning that started on or before 31 March 2024. If you have learners who have completed a previously funded Positive Behavioural Support or licenced leadership programme, which started on or before 31 March 2024, please contact us for advice about how to claim.

When completing the claim form the only code you need to enter in column H is the qualification number or apprenticeship standard code as per the funded 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:

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.

To enable reporting to the Department of Health & Social Care (DHSC), 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 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 2024 - 31 March 2025
- 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 2024 - 31 March 2025
- 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 .

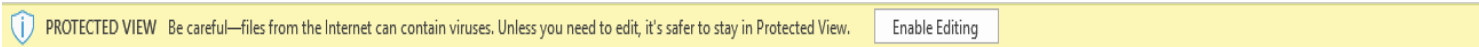
If any of this information is missing or unclear you will need to find it.

A maximum of £2,035 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 added a new 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:

Grant Number:



[Go to list of codes](#)

IMPORTANT:
PLEASE KEEP THIS DOCUMENT

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?

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/enrolement number.

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

Step 7: select "YES" IF the Dipolma is part of an apprenticeship

Note: The ASC-WDS will populate automattically 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 information can be provided by your learning provider.

Step 4. If the awarding organisation is unknown please refer back to the certificate, **do not just leave it blank.**

Step 5. Please ensure that the candidate registration/enrolment number is correctly entered. This is used to identify duplicate funding. This information can be provided by your learning provider.

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 are 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, i.e. 1 line for the diploma and then a line for the standard.

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 workplaces 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 and apprenticeships, including description. Use this tab for codes information. The list of awarding organisations is also available on this tab.

[Managing your claim](#)

When submitting your claim you need to complete and attach a WDF claim submission form (appendix 1). 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. 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 2024-25

- In 2024-25 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 the qualification number (QAN) against the list of funded qualification and apprenticeships.
- Skills for Care only funds RQF diplomas which have been developed to and approved against our minimum specifications. Please refer to the funded list on the Skills for Care website for a comprehensive list of what is funded.
- The final apprenticeship standard certificate (following completion of the 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 is a certificate issued by the Institute for Apprenticeships & Technical Education (IfATE) only, please check that the certificate displays their logo below.



- Applying to the fund and signing 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

- Claims can be submitted up to 17:00 on 31 March 2025.
- A workplace must fully complete and update ASC-WDS records after the 1 April 2024 but before 17:00 on 31 March 2025. 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 that will be funded - www.skillsforcare.org.uk/WDFquals
- 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 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 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 your evidence meet the evidence requirements?

We incurred at least the values included above for our learners completing the qualifications and apprenticeships 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 <u>organisation</u>	
Date	

Appendix 2

Scenario 1

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 -

Last updated May 2024

- Have you submitted a 2024-25 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?