

Workforce Development Fund Eligibility Criteria

2015-16 (V1.0 1/04/15)

Partnerships must:

- be employer led

Organisations claiming funding must:

- be an adult social care employer operating in England
- comply with the advertised NMDS-SC requirements
- complete a member's declaration form and return it to the partnership lead
- submit completed qualification unit summary sheets to evidence claims. These can be either the Skills for Care template unit summary sheet or an equivalent supplied by the learning provider as long as all the required advertised information is included. Alternatively a copy of the learner's certificate can be submitted as evidence as long as it meets the advertised criteria and contains the breakdown of units completed.

Large national organisations contracting directly with Skills for Care for the Workforce Development Fund (WDF) must complete a WDF organisation declaration form.

Employers accessing WDF via direct access as they are operating within the advertised local authority areas must complete a direct access declaration form.

Employers should review the points below and then decide whether to make a claim for the Workforce Development Fund:

- WDF is a contribution to the cost of employees undertaking vocational qualifications from our list of acceptable units and this funding allows you to claim from more than one source.
- Each funding source will have its own rules/requirements and it is the responsibility of the recipient of the funding to make sure that they understand and adhere to the rules of the funding that they are accessing.
- The overarching principle of WDF is that employers cannot make a profit from their employees undertaking training.
- Where employers are claiming from more than one source of public funding they must ensure that they do not claim the same cost from more than one source as this would constitute double funding and this is not allowed.
- 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, expert witness testimonies and backfill if required (i.e. wage replacement costs) can be included for this fund.
- Employers must ensure that they have records in place to evidence the costs of any funding claims they make.
- This is a retrospective funding stream and all costs will have been incurred prior to reclaiming a contribution towards these costs from WDF. You cannot claim for costs that you have not directly incurred.
- The evidence requirement for claiming WDF is a completed unit summary sheet that has been signed off by the internal verifier between 1 January 2015 and 31 March 2016 for every unit claimed.