

Workforce Development Fund 2015-16

Employer factsheet

What is the Workforce Development Fund?

The Workforce Development Fund (WDF) is a retrospective funding stream from the Department of Health disseminated by Skills for Care via a network of organisations and employer led partnerships.

What is its aim?

WDF supports the achievement of qualification units and continuing professional development of staff across the adult social care sector in England.

What's in it for my organisation?

WDF is a contribution towards the cost of completing units and qualifications, meaning you can claim back a proportion of the costs of the learning and development of your staff. A list of acceptable units for funding is available at www.skillsforcare.org.uk/wdfunits. Funding is calculated on the credit size of QCF units at £15 per credit.

The amount of funding you can claim back will depend on the qualification, the units selected and how many credits make up those units. Here are some examples of what could be claimed:

- Level 2 Diploma in Health and Social Care (minimum of 46 credits) - up to £690
- Level 3 Diploma in Health and Social Care (minimum of 58 credits) - up to £870
- Level 4 Diploma in Adult Care* (minimum of 70 credits) - up to £1,050
- Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services, adult pathways* (minimum of 80 credits) - up to £1200
- Level 2 Award in Supporting Individuals with Learning Disabilities (12 credits) - up to £180
- Level 3 Certificate in Stroke Care Management (26 credits) - up to £390

** A maximum of 60 credits per learner per funding year can be claimed so qualifications which are larger than 60 credits will need to be claimed over more than one funding year. This equates to a maximum contribution of £900 per learner per funding year. Funding years run from 1 April to 31 March.*

What can I claim for?

You can claim for units and qualifications completed between 1st January 2015 and 31st March 2016. Employers can make claims for WDF to support the cost of course fees (or employer contributions) and for associated costs, such as employees' salaries while they are undertaking training, coaching and mentoring costs, venue costs for the training and if required backfill (wage replacement costs).

Can I apply?

To access the funding employers must meet certain criteria:

- You must be an adult social care employer operating in England.
- You must join a WDF partnership, or be part of a large national organisation that has a WDF grant with Skills for Care. 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 have a National Minimum Data Set for Social Care (NMDS-SC) account, which has been fully completed or updated in line with the requirements for funding between the advertised dates. To set up a free account go to www.nmds-sc-online.org.uk. If you require any support with NMDS-SC please contact our Support Service on 0845 873 0129.

Where do I go to apply?

For more information, details of partnerships you can join and how to do this, eligibility criteria and acceptable units please visit www.skillsforcare.org.uk/accessingWDF.

How do I evidence claims?

A completed qualification unit summary sheet should be submitted for each unit claimed. Your learning provider can use our template unit summary sheet or an alternative version can be supplied as long as it contains these items:

1. Candidate name
2. Candidate registration number
3. Unique learner number
4. Unit code as shown on our acceptable units list
5. Unit title as shown on our acceptable units list
6. Name of Awarding Organisation
7. Name of learning provider or centre number
8. Internal verifier signature and date (has to be dated between 1 January 2015 and 31 March 2016)

Electronic files containing this information are also acceptable. Certificates can also be used as evidence to claim funding as long as they contain points 1-7 above, a full breakdown and the date of issue of the certificate is between 1 January 2015 and 31 March 2016.

We strongly recommend that you agree in writing at the outset with your learning provider that completed unit summary sheets will be supplied on a regular basis to enable you to claim funding.

What about double funding?

WDF is a contribution to the cost of employees undertaking vocational qualifications from our list of acceptable units. This funding allows employers to claim from more than one source, for example the National Apprenticeship Service (NAS) or the Skills Funding Agency (SFA).

There are some important points to note:

- Employers cannot make a profit from their employees undertaking training and can only claim for costs that they have directly incurred as a result of 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 e.g. if the course fee has been covered from one source of public funding, 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.
- Employers must ensure that they have records in place to evidence the costs of any funding claims they make.

Further information

Visit www.skillsforcare.org.uk/wdf for further information about WDF, including our most frequently asked questions available at www.skillsforcare.org.uk/wdffaqs. Email wdf@skillsforcare.org.uk if you have any further questions.