

How to claim the Workforce Development Fund (WDF)

Information for employers

The Workforce Development Fund (WDF) is a funding stream from the Department of Health distributed by Skills for Care. It focuses on the achievement of qualification units and supports the on-going professional development of staff across the adult social care sector within England. For further information about WDF visit www.skillsforcare.org.uk/wdf.

How to claim WDF

1 Decide on what you want to fund and which learning provider to use

Commission learning and development for your employees for any of the advertised units/qualifications eligible for funding.

Before agreeing to any contract with a learning provider ensure they will supply you with unit summary sheets, or equivalent, signed off by the internal verifier on completion of units as you will need this to claim the funding (see step 6). Check that you will not be charged for the supply of verified summary sheets.

For details of the acceptable units visit www.skillsforcare.org.uk/wdfunits

2 Get your NMDS-SC number

Register on the National Minimum Data Set for Social Care (NMDS-SC)

You need your NMDS-SC number to join a partnership (see step 4).

To register visit www.nmds-sc-online.org.uk

3 Decide on a partnership to join

Review the partnerships and decide which one you want to join.

Make contact with your chosen partnership.

For details of the partnerships visit www.skillsforcare.org.uk/wdfpartners

4 Join a partnership

Complete a member's declaration form and send to the partnership

The partnership will send this onto Skills for Care.

To download a member's declaration form visit www.skillsforcare.org.uk/wdfmembersdec

