



Welcome to the Workforce Development Fund 2023/2024

Partners in Care are delighted to announce they have once again been successful in securing funds to support staff training, through the Skills for Care **Workforce Development Fund (WDF)**.

This means if you have any employees who have completed and/or are completing RQF qualifications (paid for including via the Apprenticeship Levy or received free of charge) then funding could be claimed to boost your future training budget in this time of financial challenge.

The fund can support a range of qualifications covering:

- ✓ Levels 2, 3 & 4 Diploma in Adult Care
- ✓ Level 5 Diploma in Leadership and Management for Adult Care
- ✓ Awards/Certificates on several topics including Dementia, End of Life Care, and others
- ✓ A wide range of learning programmes on leadership & management skills, and a vast suite of digital learning modules including topics such as 'Being Prepared for CQC (Care Quality Commission) Inspection'

Important - Please note: Within this funding year a maximum of £2,000 per learner can be claimed and the amount of funding available to an organisation could be limited by demand.

Making a claim against the **Workforce Development Fund** requires some steps to be completed. Please read the guidance enclosed, completing, and submitting evidence as required.

The Partners in Care team are here to help; so please do not hesitate to make contact if you have any questions.

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➤ The Small Print...

- ✓ All certificates must be dated between 1 January 2023 and 27th March 2024.
- ✓ All points listed on the 'Members Declaration Form' must be met.
- ✓ All claims must be with Partners in Care by **27th March 2024** to be processed within 2023/24 funding year. The funding is limited so please submit claims throughout the year to ensure your claim is processed. PIC (Partners in Care) cannot guarantee that all eligible claims will be met.
- ✓ PIC does not approve/recommend any training provider or course. It is your responsibility to ensure that any training purchased is fit for purpose and that you have chosen the specific qualifications listed on Skills for Care's website as being eligible if you wish to claim funding. Please see the current list by clicking [HERE](#)
- ✓ Records of the costs of training (including invoices paid and/or a letter declaring costs incurred if you are claiming for 'free' training / associated costs relating to apprenticeships such as backfill time) to be made available on request. You are required to retain all supporting documentation in relation to your WDF claims for six years.

➤ Making your claim...

Step 1

- ✓ Full completion/updating of your **ASC-WDS** (previously NMDS) records on or after **1 April 2023** and **before 31 March 2024** is essential to be able to make a claim (this includes the organisational data and individual worker records for 90% of your workers).
- ✓ If you need further help, please call the **ASC-WDS Support Service on 0113 2410969** or email them at ascwds-support@skillsforcare.org.uk. If you have not started your ASC-WDS you can arrange a one-to-one telephone appointment with them, and they can give you personalised guidance on setting up your ASC-WDS. Click [HERE](#) for further information or to set up an account.

Within ASC-WDS website there is an in-browser option which allows your organisation to check whether you are meeting the requirements for WDF. Please check thoroughly and run the 'eligible' report within this browser as there are a few new questions.

Step 2

- ✓ **Please contact PIC first to check if your establishment needs to complete this step** Complete the WDF [Members Declaration Form 2023/2024](#) for each service you are wishing to claim for and return via email to picare@bpc.ac.uk by 19th February 2024.

Step 3

Send the required paperwork listed below to picare@bpc.ac.uk

- ✓ Registration/Enrolment number **AND Unique Learner Number (ULN)** clearly shown on the Certificate(s)
- ✓ Copies of the candidate(s) certificate which must be dated between **1st January 2023 and 31st March 2024**.

Step 4

PIC will confirm receipt of your claim via a letter stating your claim reference number. Please retain this letter for your records. This unique reference number will be required if you have any questions regarding your claim.

Step 5

As soon as PIC receives feedback from Skills for Care regarding your claim, you will be notified of the outcome. At this stage you will be requested to forward an appropriate invoice if necessary. Payment of invoices requested at this time may take up to 8 weeks of receipt.