



Welcome to the Workforce Development Fund 2021/2022.

Partners in Care (PIC) are delighted to announce they were successful in securing funds to support staff training, through the Skills for Care **Workforce Development Fund (WDF)** for 2021/22.

This means if you have any employees who have completed and/or are completing RQF qualifications (paid or received free of charge) then funding could be claimed to support your future training budget!

The fund can support a range of qualifications covering:

- ✓ Level 2 Diploma in Care
- ✓ Level 3 & 4 Diploma in Adult Care
- ✓ Level 5 Diploma in Leadership and Management for Adult Care
- ✓ Awards/Certificates on various topics including Dementia, End of Life Care and Learning Disabilities.
- ✓ A wide range of learning programmes (licensed by Skills for Care) on leadership & management skills and specific topics such as end of life awareness

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

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

The Partners in Care team are here to help; Justine Heavens is leading on this project so please don't hesitate to make contact if you have any questions.

Justine Heavens

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➤ The Small Print...

- ✓ All certificates must be dated between 1 January 2021 and 31 March 2022.
- ✓ All points listed on the 'Members Declaration Form' must be met.
- ✓ All claims must be with Partners in Care by **February 2022** to be processed within 2021/22 funding year. The funding is limited so please submit claims throughout the year to ensure your claim is processed. PIC 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 if you wish to claim funding. More advice can be given on this if required.
- ✓ Records of the costs of training (proof of payment or a letter declaring costs incurred if you're 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. All of the above is your establishment's responsibility.

➤ Making your claim...

Step 1

- ✓ Full completion/updating of your **ASC-WDS** (previously NMDS) records on or after 1 April 2021 and **before 31 March 2022** is essential to be able to make a claim (this includes the organisational data and individual worker records for 90% of your workers).

Within ASC-WDS website there is an in-browser option which allows your organisation to check whether you are meeting the requirements for WDF.

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 haven't 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.

Step 2

- ✓ Complete the WDF Members Declaration Form 2021/2022 for each service you are wishing to claim for and return via email to picare@bpc.ac.uk

Step 3

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

- ✓ Copies of the candidate(s) certificate which must be dated between 1 January 2021 and 31 March 2022.
- ✓ Registration/Enrolment number **AND Unique Learner Number (ULN)** clearly shown on the Unit Summary Sheet(s) and/or Certificate(s).

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.

What's funded and how much?

Please check regularly on the Skills for Care website as the list of funded qualifications is updated throughout the year.

The full list is available to view [HERE](#)