

Workforce Development Fund guidance for employers accessing the Workforce Development Fund through a partnership

What is the Workforce Development Fund (WDF)?

The Workforce Development Fund (WDF) for 2023-24 is a retrospective funding stream from the Department of Health and Social Care disseminated by Skills for Care. This means that an employer must have directly incurred costs for the qualifications or learning undertaken by their staff before a claim is made.

2. Comply with the Adult Social Care Workforce Data Set (ASC-WDS) requirements or be prepared to meet these prior to claiming funding.
3. Have paid employees who have completed eligible qualifications, learning programmes or digital modules for which you want to claim funding, see the list of [funded qualifications and learning](#).

It is important to note that all of the courses in the [WDF list of qualifications and learning](#) will be funded during the 2023-24 financial year. The government is also due to launch a new fund for training and professional development to support members of the adult social care workforce to develop in their roles and progress in their careers, as outlined in [Next Steps](#) published in April. Some courses may be removed from the WDF when this new fund launches as new learners will have the opportunity to claim for training costs through the new fund. Ple

government pays the remaining 95%. When calculating the total cost of training before making your WDF claim, the funds that you have directly paid towards training delivery (which may be a maximum of £150 on a standard capped at £3,000) can be factored into the total cost of training. The 95% from

constitute double funding and that is not allowed. The total cost of training can also include wider costs which are directly incurred by the employer as a result of the learner undertaking training, such as the 20% off the job learning time requirement, wage replacement costs if required to release the learner to undertake training etc. Further information is available in our frequently asked questions.

If you need further information about funding for apprenticeships in addition to what is available via the Workforce Development Fund, you can find additional information on our [website](#).

How

name of Awarding Organisation
name of Learning Provider or centre number.

Apprenticeship standards evidence The evidence to claim an apprenticeship standard is a copy of the diploma certificate to claim the diploma within the apprenticeship standard (full detail as set out in the qualification evidence section above) and a copy of the final apprenticeship standard certificate. The final apprenticeship standard certificate must contain the following information:

candidate name

unique learner number

name of the apprenticeship standard

apprenticeship standard code as per the list of funded qualifications and learning (this can be written on)

the date of award must fall within our advertised dates for the funding year, so 1 January 2023 - 31 March 2024

the certificate must be issued by the Institute for Apprenticeships & Technical Education (IfATE).

You can claim for the diploma once completed and certificated, and the apprenticeship standard at a later date once the end point assessment has been completed and the certificate for the apprenticeship standard has been issued.

Learning

Digital learning modules evidence To claim funding for a digital learning module following information:

candidate name

date of birth

name of digital module

our claim code as per the list of funded qualifications and learning
the date of issue of the certificate must fall within our advertised
dates for the funding year, so 1 January 2023 – 31 March 2024.

Each WDF grant contains milestones which are as follows:

29 September 2023

30 November 2023

31 January 2024

28 March 2024

These deadlines are applicable to the grant holder; you must check with them what timeframes you must work to in order for them to achieve these deadlines. You must send your claims to your grant holder directly, a learning provider cannot do this on your behalf.

What happens next?

The grant holder reviews the evidence received and for fully evidenced eligible qualifications, learning programmes and digital learning modules and submits funding claims to Skills for Care in line with the grant milestones.

Skills for Care reviews claims received and pays the grant holder.

The grant holder then pays their

