







**Why has WDF been limited to claiming a maximum of £2,035 per learner per financial year?**

Skills for Care wants to expand the reach of WDF to ensure that as many employers and their employees as possible within the adult social care sector have the opportunity to benefit from the fund.

**Will the WDF fund the Care Certificate, Food Hygiene, First Aid, Moving and Assisting and other induction and refresher courses?**

No. The fund is to support the continuing professional development of staff and will not fund induction or mandatory training.

There is a funding cap of £2,035 per learner;

Organisations' claims may be capped;

We advise that you seek clarification from any learning providers making such promises as they cannot provide this guarantee.

Please note: The WDF should not be confused with other Government funding initiatives, such as the Education and Skills Funding Agency who commission learning providers directly. Some employers choose a combination of Education and Skills Funding Agency and WDF funding to help develop their workforce.

For the most comprehensive information about WDF please visit [www.skillsforcare.org.uk/wdfdirectaccess](http://www.skillsforcare.org.uk/wdfdirectaccess) or contact us. Our [Guide to developing your staff](#)

### **What is the ASC-WDS?**

The ASC-WDS is a national database of information about social care organisations and replaced the National Minimum Data Set for Social Care (NMDS-SC). It can be used to help employers benchmark how they compare with other care organisations and crucially provides information to Government about the changing needs of the adult social care sector, informing policy and practice. Usage of the ASC-WDS system as advertised is a requirement for employers wishing to access WDF.

For more information about how to use the ASC-WDS and to learn more about the benefits of this resource please visit our [website](#). To login or register for an account please visit <https://asc-wds.skillsforcare.org.uk>.

### **Why do the CQC provider and location ids (where applicable), the main service type and website details have to be completed on the direct access declaration form and organisation declaration form?**

These fields are included to assist with validating that claimants are adult social care employers.

### **What are the Adult Social Care Workforce Data Set (ASC-WDS) requirements in relation to accessing WDF?**

Recipients of the fund are required to ensure and confirm that the required fields within ASC-WDS are accurate and up-to-date in line with the eligibility criteria:

1. You must fully complete and update an ASC-WDS workplace record on or after 1 April 2024.
2. You must fully complete individual worker records for all staff with a minimum of 90% of the data completed. These must be fully updated on or after 1 April 2024.
3. Individual records for workers completed before 1 April 2024 which are included in the 90% calculation must be both fully completed and updated.

A workplace's ASC-WDS account is expected to be an accurate reflection of its service and workforce. If your service or workforce changes significantly during the year it is expected that your ASC-WDS will be updated. Failure to do so may affect your ability to claim funding.

### **How can I tell if I have met the ASC-WDS requirements and how will eligibility be monitored?**

You must ensure that your data is up to date.

**Single workplaces:** When logged in as a single workplace, check eligibility by going to 'Check your WDF data'

This in-browser function will show you whether you have met eligibility at workplace level and staff record level and will highlight areas where more data is required.



## **I am claiming money for learning and development from another public funding source, can I make a claim under the WDF?**

Employers should review the points below and then decide whether to make a claim for WDF.

1. The WDF is a contribution to the cost of paid employees undertaking vocational qualifications and other learning from our funded list. This funding allows you to claim from more than one source.
2. Claims can only be made for qualifications or apprenticeships which started on or before 31 March 2024.
3. Each funding source will have its own rules/requirements and it is the responsibility of the recipient of the funding to make sure that they understand and adhere to the rules of the funding they are accessing.
4. WDF is a retrospective funding stream. The employer must have already incurred all costs prior to claiming a contribution towards these costs from WDF. The overarching principle of the WDF is that employers cannot make a profit from their employees undertaking training. You cannot claim for costs that you have not directly incurred.
5. 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 as this would constitute double funding and is not allowed. If your staff are completing qualifications which have been funded through another source of public funding, you cannot include any costs such as registration, training delivery and certification when calculating your training costs which have been covered by other funding.
6. It is an employer's responsibility to ensure that they do not claim more funding than the cost to them of employees undertaking training. Direct costs such as course fees, employees' salaries and backfill if required (i.e. wage replacement costs) can be included for this fund. For each qualification or apprenticeship the employer cannot claim back more than the advertised WDF contribution, even if the costs incurred exceed this.
7. Employers must ensure that they have records in place to evidence the costs of any funding claims they make.
8. The evidence requirement for claiming WDF for qualifications and apprenticeships is a copy of the learner's certificate which includes the advertised criteria, set out in section 3 of this document

## **I am accessing free training through a learning provider - am I able to make a claim under the WDF?**

Learning which is advertised as 'free' is sometimes available from learning providers where they are receiving funding from another body to cover the cost of delivery, such as the Education and Skills Funding Agency.

Where this is the case, claims can still be made under WDF for associated costs, such as employees' salaries while they are undertaking training, coaching and mentoring costs, external venue costs for the training, cost of expert witness testimony and if required backfill (wage replacement costs).

This is a retrospective funding stream and all costs must have been incurred prior to claiming a contribution towards these costs from WDF. The overarching principle is that an employer is not making a profit from their employees undertaking training. See question above 'I am claiming money for learning and development from another public funding source, can I make a claim under the WDF?'

The evidence requirement for claiming for associated costs of qualifications and apprenticeships is a copy of the learner's certificate which includes the criteria set out in section 3 of this document.

Employers must ensure that they have records in place to evidence the costs of any funding claims they make and provide these when requested by Skills for Care, the DHSC or an authorised representative acting on their behalf. Where associated costs are being claimed these records may contain staff salary information, timesheets, invoices for external venue costs etc. as appropriate. You cannot claim for costs that you have not directly incurred or that have been covered by alternative funding.

**My organisation pays the apprenticeship levy, can I make a claim under the WDF? (The response below is also relevant to employers who receive transferred levy funds.)**

The apprenticeship levy can only be used to pay training delivery and end-point assessment costs. The levy is a tax being applied by Government so it would not be appropriate to allow public money to offset it.

You can claim WDF alongside the apprenticeship levy but it will not be possible to use the WDF towards training delivery and end-point assessment costs. However, the WDF can be used towards the associated costs of training so for levy paying employers this is what the fund would be claimed towards.

Employers should review the points below and then decide whether to make a claim for WDF.

1. The WDF is a contribution to the cost of paid employees undertaking vocational qualifications and apprenticeships from our funded list. This funding allows you to claim from more than one source.
2. Claims can only be made for qualifications or apprenticeships. Claims can only be made for levy paying employers.





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 be between 1 January 2024 - 31 March 2025

Unique learner number  
Awarding organisation  
Candidate registration/enrolment number.

Values will automatically be added when you enter the qualification code.

Please ensure that you put entries for qualifications and apprenticeships on separate lines even where they are for the same learner.

If

