



Frequently Asked Questions (FAQs) for large national organisation grant holders

Contents

Frequently Asked Questions (FAQs) for large national organisation grant holders	1
1. General	3
What is the Workforce Development Fund?	



Can I check which of my workplaces have met the ASC-WDS requirements for WDF without logging into the service?.....	8
Can the Workforce Development Fund be accessed for shared lives carers? Yes, as long as the claiming organisation has incurred the learning and development costs for the shared lives carer and meets the eligibility criteria for the fund.	8
How should shared lives carer information be recorded in ASC-WDS?	8
Why do the CQC provider and location ids (where applicable), the main service type and website details have to be completed on the organisation declaration form?	9
Do I need to submit completed organisation declaration forms for all subsidiaries who want to access the WDF in 2024-25?	9
I have previously held a WDF grant with Skills for Care. Will the subsidiaries we had previously be transferred over to the 2024-25 grant?	9
Can I add more subsidiaries during the funding year?	9
I am claiming money for learning and development from another public funding source, can a claim be made under the WDF?	9
I am accessing training through a learning provider - am I able to make a claim under the WDF?.....	10
My organisation pays the apprenticeship levy, can I make a claim under the WDF?.	11
4.Evidence requirements.....	12
What is the evidence to claim a qualification?.....	





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.

Why can I only claim funding for RQF diplomas that have been approved by Skills for Care?

Skills for Care has developed qualification specifications in conjunction with sector representatives to outline the mandatory content of these qualifications and will approve qualifications developed to these specifications. Any approved qualifications





requirements for WDF as set out below;

- Submit valid evidence to you to claim funding;
- Keep you updated as to what they hope to claim for during the funding year.

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:

A workplace must fully complete and update an ASC-WDS workplace record on or after 1 April 2024.

1. You must fully complete and update



for WDF.

1. The WDF is a contribution to the cost of paid employees undertaking vocational qualifications from our [funded list](#) and 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





- unique learner number
- name of qualification
- qualification code as per the list of funded qualifications and apprenticeships
- the date of issue of the certificate must be between 1 January 2024 - 31 March 2025
- name of the awarding organisation
- name of the learning provider or centre number.

What is the evidence to claim an apprenticeship standard?

The evidence to claim an apprenticeship standard is a copy of the learner's diploma certificate to claim the diploma within the apprenticeship standard (full detail as set out in the above question, what is the evidence to claim a qualification) 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 be between 1 January 2024 - 31 March 2025
- the certificate must be issued by the Institute for Apprenticeships & Technical Education (IfATE).

What is a Unique Learner Number (ULN)?

A unique learner number is a 10 digit number which is allocated to a learner and will be theirs for life. This links to the personal learning record which is a lifelong, verified record of a learner's qualification achievements. Learning providers will be able to obtain a ULN for any learner who does not have one.

How do I claim for candidates if their name has changed due to marriage/divorce etc.?

Submit the claim as normal but include details in the covering email to advise which candidate has had the name change providing the existing and the new details. We can then update our records and any further claims will not require the same email.

Where can I find guidance/information on the taxation aspect of the payments?





the period of the grant agreement. Skills for Care reserves the right to delay processing claims if you have already received a significant amount of funding to ensure that other employers have an opportunity to claim. You will be notified if this is the case.

What should I put on the organisation section of the funding claim form?

This is the workplace at which the candidate being claimed for is based. You simply need to select the relevant workplace from the drop-down menu. Please do not manually enter an organisation, this will delay your claim.

If an establishment is not showing on the funding claim form, either:

- They have not met the ACS-WDS requirements for WDF
- They are not listed on our system as a workplace because we have not received a fully completed organisations declaration form. Check the partners tab of the claim form to see whether the subsidiary is listed.

You will need to contact your disbursement assistant who will be able to advise further.

When will I get an updated claim form?

Our WDF system is updated on a weekly basis to show all the subsidiaries that have achieved the ASC-WDS requirements. If you have newly eligible subsidiaries you will be sent an updated claim form.

Can I use an old claim form?

Yes, we are able accept any funding claim form from the 2024-25 funding year, unless advised otherwise and providing the workplace you want to claim funding for shows in the drop-down menu. However, we advise using the most up to date form.

6. Payments

When will we receive payment from Skills for Care for claims submitted?

Skills for Care undertakes to pay all subsequent claims as and when they are submitted and processed unless you are advised otherwise. We will not be responsible for any delay in payment caused by incomplete or illegible claims or claims sent to the wrong mailbox.

It is your responsibility to submit claims by Skills for Care's deadlines.

