







## **How do I claim WDF?**

There are three routes to claim WDF:

- 1) Through a WDF Partnership – area or national
- 2) Directly through Skills for Care as there isn't a local WDF partnership
- 3) Directly through Skills for Care as a large national organisation if you made a successful application to us.

It is essential you join a WDF partnership to enable you to make a claim unless there isn't a partnership operating in your area, in which case you can make a direct claim. See our website for a full list of local authority areas in which you can claim directly.

Large organisations operating in multiple parts of England can join a national partnership to claim funding.

## **What is a WDF partnership?**

The majority of WDF partnerships are led by local organisations with strong connections to adult social care employers in an area. Often the WDF partnerships offer wider social care related services that can add additional benefits to those who join them. All partnerships are open to new members. WDF partnerships help to distribute the WDF.

## **Is this funding guaranteed?**

No, as the funding is finite. As the funding year progresses, there is a chance the money will run out. T

### **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 currently funding available to support new recruits into the sector and for some essential refresher training for existing staff for training completed by 31 March 2024. For more information click [here](#).

### **What do I do if I have issues with learning providers?**

Learning providers are chosen by employers at your own discretion.

If you're unhappy with a learning provider, you should consider alternative providers. Any issues between employers and learning providers should be resolved directly between the parties involved.

You can use Skills for Care's [endorsed provider directory](#) to search for high quality learning providers

### **Our learning provider has gone into administration. We had already paid the learning provider, and our staff are part-way through their qualifications. What do we do in this situation?**

If it isn't possible for you to reclaim your money from the learning provider, then the best solution is to ensure your learners have possession of their learner portfolios (theirs by legal right), and look to negotiate a deal with a new provider to deliver the remainder of the qualifications from the learners' part way point, rather than starting the qualifications again from the beginning.

### **A learning provider has offered to deliver qualifications to my staff and has assured me that these qualifications are fully funded through the WDF. OR, when looking for a learning provider, their website states that the qualifications they deliver are fully funded through the WDF. Is this correct?**

In most cases, no. This is because:

The DHSC provides a finite amount of money and each partnership receives a limited amount of funding;

As the funding year progresses, there is a chance the money will run out;

Employers need to pay the learning provider for the learning that is being commissioned and then reclaim a funding contribution through their WDF partnership on completion;

There is a funding cap of £2,000 per learner;

Some partnerships may cap organisations' claims;

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



If you are not satisfied with the partnership's response: Contact the partnership in writing, clearly setting out what the issue is along with any supporting evidence and request a written response.

If you are not satisfied with the partnership's written response: Discuss the issue with your Skills for Care Locality Manager (details can be found [here](#)) and share the written correspondence by email, i.e. what you sent to the partnership and the response received.

The Locality Manager will review and may contact the partnership for further information before emailing a response to you.

If you are still not satisfied following the response from your Locality Manager you can make a formal complaint to Skills for Care in writing, by following our [feedback policy](#).

You will be expected to provide copies of all written correspondence relating to the issue between you and the partnership and between you and your locality manager.

A final written response will be made by Skills for Care.

Before making a complaint, you should consider the following points:

The WDF is limited and is a resource to the sector.

Funding is not guaranteed.

Partnerships are expected to ensure that as many employers as possible can benefit from the funding and you may not receive funding for all qualifications and learning that you submit.

Partnerships may operate an allocation or capping system for managing their funding allocation and Skills for Care sees this as reasonable and fair.

Partnerships are expected to increase their membership each funding year to maximise the number of employers who benefit from the funding. This means more employers will be accessing the same amount of funding so the amount received by any employer may decrease year on year.

Skills for Care recommends that you update your Adult Social Care Workforce Data Set (ASC-

Where a partnership has not acted in accordance with our contractual requirements or has not effectively supported you, we will consider the evidence presented to us and will also consult the partnership in reaching a conclusion.

You can access the requirements that Skills for Care expects partnerships to exercise when disbursing WDF [here](#).

## **2. Eligibility criteria**

### **What do I need to do in order to be eligible to claim WDF?**

To claim through a WDF partnership:

- Join a WDF partnership by completing a members' declaration form and submitting it to the partnership in good time. Partnerships must submit this to Skills for Care by 29 February 2024 please allow for sufficient time for them to meet this deadline;
- Contact and liaise with your WDF partnership directly – learning providers cannot do this on your behalf;
- Meet the Adult Social Care Workforce Data Set (ASC-WDS), requirements for WDF as set out below;
- Submit valid evidence to the partnership to claim funding;
- Keep the partnership lead updated as to what you hope to claim for during the funding year.

To claim directly through Skills for Care:

- Ensure there is no partnership operating in your area;
- Complete and submit a direct access declaration form by 29 February 2024;
- Sign and return a grant letter;
- Submit funding claims and evidence directly to Skills for Care. Third parties





**Parent/subsidiary accounts:** You have the same functionality as single workplaces, but for all your workplaces.

Click 'Check your WDF data' –

**A workplace can only claim funding via one WDF grant. Does this mean that as an employer I have to claim all WDF via one grant?**

No. Every workplace has a unique ASC-WDS ID. In this context, a workplace is an individual care service or location for which an employer has an ASC-WDS ID. An employer may have multiple workplaces.

Each workplace, identified by its ASC-WDS ID, can only be linked to one WDF partnership/grant. Employers will need to link each workplace to their local WDF partnership (if not part of a national partnership or accessing a large employer grant agreement).

For large national organisations that have a WDF grant agreement with Skills for Care, their workplaces are not able to join a WDF partnership and all funds must be claimed via their national agreement.

**How do I transfer from one WDF partnership to another?**

To join another partnership:

You will need to complete a member's declaration form and submit this to the new partnership.

The new partnership will then submit the member's declaration form to Skills for Care who will approve or decline the request.

If accepted by Skills for Care, any previous partnership agreement that was in place will be immediately terminated.

**I am claiming money for learning and development from another public funding source, can I make a claim under the WDF? OR, My staff are accessing qualifications which are being funded through another source of public funding, can I make a claim under the WDF? the**



**My organisation pays the apprenticeship levy, can I make a claim under the WDF?** (The response below is also relevant to organisations 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 employees undertaking vocational qualifications and other learning from our list of





Last updated