

WORKFORCE DEVELOPMENT FUND (WDF) 2023/24 CLAIM FORM

You can claim WDF up to the value listed on the Skills for Care 2023/24 WDF Funded Qualifications and Learning list available on the Partners in Care website. You can claim for:

- Training that you have paid for – please email to us a copy of the learning providers invoice with your claim
- Costs associated with the training, e.g.
 - Backfill costs for wage replacement for the learner on training
 - Employee salaries for time spent with an Assessor or attending workshops
 - Coaching and mentoring costs

ORGANISATION:	ESTABLISHMENT:
LEARNER'S NAME:	LEARNING PROVIDER:

AWARDS, CERTIFICATES AND DIPLOMAS (Including Diplomas completed as part of an Apprenticeship)

Unique Learning Number (ULN):	
Candidate Registration/Enrolment Number:	
Qualification Title:	
Qualification Number:	
Awarding Organisation:	
Amount to be Claimed:	£
Certificate from Awarding Organisation:	Please email a copy with the claim
Learning Provider invoice if you paid for training:	Please email a copy with the claim
Identify if the Diploma is part of an Apprenticeship:	Yes/No

END POINT ASSESSMENT AND APPRENTICESHIP STANDARD

Unique Learning Number (ULN):	
Candidate Registration/Enrolment Number:	
Title of Apprenticeship Standard :	
Qualification Number for Apprenticeship Standard:	
Awarding Organisation:	Institute for Apprenticeships & Technical Education (IfATE)
Amount to be Claimed:	£
Certificate from Awarding Organisation:	Please email a copy with the claim
Learning Provider invoice if you paid for training:	Please email a copy with the claim

DIGITAL LEARNING MODULES AND LEARNING PROGRAMMES

Date of Birth for Learner:	
Name of Digital Learning Module/Programme:	
Code for Digital Learning Module/Programme:	
Name of Endorsed Provider:	
Certificate from Endorsed Provider;	Please email a copy with the claim
Endorsed Provider invoice:	Please email a copy with the claim

SKILLS FOR CARE INTRODUCTORY MODULES FOR MANAGERS

Date of Birth for Learner:					
Certificate/s from Skills for Care:	We need a copy for each module completed				
List the Claim Codes in the boxes below for each Introductory Managers Module Achieved					

Please read, and sign to agree the following before submitting a claim:

I confirm that:

- We provide an adult social care service and directly employ care staff within England.
- We have submitted a WDF Members Declaration form.
- Learners included in this claim are staff and/or volunteers employed by this organisation.
- We have directly incurred costs for all learners and qualifications included in this submission, prior to making this claim for the WDF.
- The WDF being claimed per learner is a contribution towards the total costs incurred by this organisation. The amount claimed from all sources combined with WDF is not more than the total cost of the training and no profit is being made from these funds.
- The evidence we are supplying is accurate and we have retained a copy on file.
- I am aware of the Skills for Care terms and conditions and Privacy Policy for this grant which are available to view on the Partners in Care website.

I understand that:

- I must not claim more than £2000 per learner in the financial year and the amount of funding available to my organisation is limited. The overall amount claimed can be equal to but not exceed the funding value for the qualification or learning.
- we must keep clear and accurate records of the funding spent and received for a period of 6 years and that we are required to keep evidence and supply information for audit purposes if requested by Skills for Care or a representative working on their behalf.
- Skills for Care and Partners in Care have a zero-tolerance approach towards fraud and fraudulent behaviour, and we will fully co-operate with investigations into such events whether led by Skills for Care or the Department of Health and Social Care (DHSC). DHSC, may, at any time, during the term of this arrangement and up to five years after the end of the project, arrange for additional audits, on-the-spot checks and/or inspections to be carried out. These may be carried out by DHSC or Skills for Care, or any of its duly authorised representatives.
- we must fully complete/update the required Adult Social Care Workforce Data Set (ASC-WDS) to access the Workforce Development Fund and that our account data must be an accurate reflection of our service(s) and workforce.
- if we claim any funds which we are not eligible for, then we will have to repay the value of these claims in full to the grant holder.
- the WDF is an annual fund and future funding is not guaranteed.
- We must follow the rules on what we can and cannot claim WDF for as an apprenticeship levy/non-levy paying employer

I confirm I am the individual named below and that I understand my responsibilities in claiming the funding and that I am authorised to make this declaration on behalf of this organisation.

I consent to the processing of this personal data by Partners in Care and understand that as detailed in the Partners in Care Privacy Notice this includes the management of the Workforce Development Fund. I understand consent can be withdrawn any time.

Name:	
Position in organisation:	
Date of submission:	
Telephone No:	
E-mail Address:	

Please send completed claim forms and evidence electronically to Jackie Smith at jackie.smith@partnersincare.org.uk or Amanda Berey at amanda.berey@partnersincare.org.uk