

## TO CLAIM BACK ADDITIONAL COSTS IN 2021/22

Please complete the appropriate section below & One claim form to be completed per learner

**Organisational Name:**

**Establishment Name:**

**Name of Learner:**

**Learning Provider:**

Additional Costs may be claimed for the following:

- Employees' salaries for time spent with the Assessor
- Employees' salaries for time spent at workshops
- Cost of expert witness testimony
- External venue costs for the training
- Coaching & Mentoring Costs
- Backfill costs (i.e., wage replacement for person undertaking the training)

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

<b>Unique Learning Number (ULN)</b>	
<b>Candidate Registration/Enrolment Number</b>	
<b>Name of Qualification*</b>	
<b>Qualification Number *</b>	
<b>Awarding Body</b>	
<b>Certificate from Awarding Organisation</b>	<b>Please email a copy with the claim</b>
<b>Amount of Additional Costs to be claimed</b>	<b>£</b>
<b>Is this Diploma part of an Apprenticeship?</b>	<b>Yes/No</b>

### COMPLETED APPRENTICESHIPS

<b>Unique Learning Number (ULN)</b>	
<b>Candidate Registration/Enrolment Number</b>	
<b>Name of Apprenticeship Standard*</b>	
<b>Apprenticeship Standard Qualification Number*</b>	
<b>Awarding Body</b>	
<b>Certificate from Awarding Organisation</b>	<b>Please email a copy with the claim</b>
<b>Amount of Additional Costs to be claimed</b>	<b>£</b>

\* Listed on the Skills for Care WDF 2021/22 Funded Qualifications and Learning list available on the SPiC website.

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

**I confirm that:**

- we are an adult social care employer in 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 is being claimed as a contribution towards the total costs incurred by this organisation, for all learners included, to achieve the specified learning and that if this funding is being combined with any other funding source, the total amount claimed is equal to or less than the total costs incurred in achieving the learning.
- the evidence we are supplying is accurate and that 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 SPiC website

**I understand:**

- I must not claim more than £2000 per learner in the financial year and the amount of funding available to my organisation is limited.
- 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 Shropshire 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 (ASC) Workforce Data Set 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.
- What I can and cannot claim WDF for if I am 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 SPiC and understand that as detailed in the SPiC Privacy Notice <http://www.spic.co.uk/privacypolicy> this includes the management of the Workforce Development Fund. I understand consent can be withdrawn any time.**

<b>Name</b>	
<b>Position in organisation</b>	
<b>Date of submission</b>	
<b>Telephone No.</b>	
<b>E-mail Address</b>	

**Please send completed claim forms and evidence electronically to Jackie Smith at [jsmith@spic.co.uk](mailto:jsmith@spic.co.uk) and any WDF enquiries to 01743860011**