

WORKFORCE DEVELOPMENT FUND

FUNDING PACK 2021/22

The Care Workforce Development Partnership (CWDP) is the Lead Partner in Shropshire and Telford and Wrekin for the Skills for Care Workforce Development Fund (WDF). **You can claim WDF towards the costs of your staff undertaking qualifications and learning up to the value listed on the Skills for Care WDF 2021/22 Funded Qualifications and Learning list.** It is available to download from the SPiC website and provides a breakdown of what you can claim for each qualification including:

- Awards, Certificates and Diplomas at Levels 2,3,4 and 5 – Course Fees and Additional Costs
- Non-accredited learning programmes
- Digital Learning Modules for Leaders and Managers
- Apprenticeships

In 2021/22 you can claim up to a maximum of £2,000 per learner

What You Need to Know Before Claiming WDF

- If you have not previously claimed WDF, you need to complete a WDF Members Declaration form 2021/22, available to download on the SPiC website.
- You will need to have completed 90% of the ASC-WDS (Adult Social Care Workforce Data Set) staff records since 1st April 2021.
- Claims are processed on a first come first served basis on receipt of the correct claim forms and evidence.
- We do not limit the number of claims per organisation, but we reserve the right to do so at our discretion to maximise the number of employers accessing the fund.
- You must ensure that you are only claiming WDF through one lead partner.
- You must be an adult social care employer in England.
- All claim forms and guidance can be downloaded from www.spic.co.uk.
- The CWDP has milestones to meet for the 2021/22 WDF Contract, please send your claims to us regularly throughout the year to help us to meet the milestone dates below:

| Milestone (% refers to CWDP contract) | Date that Your Claims need to be submitted to CWDP by: |
|---------------------------------------|--|
| Milestone 1 (40%) | 19 th November 2021 |
| Milestone 2 (60%) | 21st January 2022 |
| Milestone 3 (100%) | 18th March 2022 |

How to claim WDF for Awards, Certificates and Diplomas

A copy of the learner's certificate from the awarding organisation will be accepted as evidence for Awards, Certificates and Diploma qualifications providing the following information is included:

- Candidate name
- Candidate registration/enrolment number
- Unique Learner Number (ULN)
- Qualification Number and name of qualification (as listed on the WDF 2021/22 Funded Qualifications and Learning list, (available on the SPiC website)
- Name of awarding organisation
- Name of learning provider
- The date of issue of the certificate is between 1 January 2021 and 31 March 2022
- Learning Provider invoice (only needed if claiming for course fees)

How to Claim WDF for Non-Accredited Learning Programmes

A copy of the learner's certificate from the endorsed learning provider will be accepted as evidence for non-accredited learning programmes providing the following information is included:

- Candidate Name
- Candidate date of birth
- Name of learning programme and qualification number (as listed on the WDF 2021/22 Funded Qualifications and Learning list, available on the SPiC website)
- Name of endorsed provider (must be approved by Skills for Care to deliver the programme under licence)
- The date of issue of the certificate is between 1 January 2021 and 31 March 2022
- Endorsed Provider invoice

How to Claim WDF for Digital Learning Modules

A copy of the learner's certificate will be accepted as evidence for Digital Learning Modules providing the following information is included:

- Candidate Name
- Candidate date of birth
- Digital learning module claim code (as listed on the WDF 2021/22 Funded Qualifications and Learning list, available on the SPiC website)
- The date of issue of the certificate is between 1 January 2021 and 31 March 2022

What you can claim for Apprenticeships using WDF

For Levy Payers:

WDF can fund the following, using the 2021/22 Additional Costs Claim Form:

- some of the associated costs of training e.g., wage replacement and 20% off the job learning time.
- associated costs can potentially be claimed up to the level of (but not more than) the Skills for Care Funding Value per qualification that is listed on the WDF 2021/22 Funded Qualifications and Learning list

WDF cannot fund:

- training delivery and end point assessment costs because the Apprenticeship Levy must be used to pay for this.

For Non-Levy Payers:

WDF can fund the following, using the 2021/22 Course Fees Claim Form:

- Funds that the employer has directly paid towards the training delivery and end point assessment which is 5% of the apprenticeship standard cap.

WDF can fund the following, using the 2021/22 Additional Costs Claim Form:

- A contribution towards the Associated costs only of training, e.g., wage replacement to cover training and 20% off the job learning time up to the level of (but not more than) the Skills for Care Funding Value per qualification that is listed on the WDF 2021/22 Funded Qualifications and Learning List.
- If a non-levy paying organisation has already claimed the 5% towards the cost of training and assessment, then they can only claim Additional Costs up to the balance of the Funding Value on the WDF 2021/22 Funded Qualifications and Learning list e.g.
 - Level 2 Apprenticeship capped at £3000 and Qualification value listed is £1000. The employer could claim £150 on a Course Fees claim form and £850 on an Additional Costs claim form and that would be all the WDF they could claim.

WDF cannot fund:

- 95% of the training delivery and end point assessment costs because this is paid for by the Government.

Levy and Non-Levy Paying Organisations:

- must not make a profit from their employees undertaking the qualification or learning
- must have already incurred the Associated cost before claiming WDF
- cannot claim for costs that have not been directly incurred
- must maintain records to evidence what has been claimed

Further information is available in the Skills for Care Frequently asked questions document available on the SPiC website

How to Claim WDF for Apprenticeships

You can claim for an Apprenticeship in two stages:

- The Diploma, once it has been completed and certificate issued
- The Apprenticeship standard can be claimed at a later date once the end point assessment has been completed and the certificate for the Apprenticeship Standard has been issued.

Claiming for the Diploma within an Apprenticeship Standard

A copy of the learner's certificate from the awarding organisation will be accepted as evidence for the Diploma providing the following information is included:

- Candidate name
- Candidate registration/enrolment number
- Unique Learner Number (ULN)
- Qualification number and name of qualification (as listed on the WDF 2021/22 Funded Qualifications and Learning list, available on the SPiC website)
- Name of awarding organisation
- Name of learning provider
- The date of issue of the certificate is between 1 January 2021 and 31 March 2022
- Learning Provider invoice (only needed if claiming for course fees)

Claiming for an Overall Apprenticeship Standard

A copy of the final apprenticeship standard certificate will be accepted as evidence providing it contains the following information:

- Candidate name
- Unique learner number (ULN)
- Name of the apprenticeship standard
- Name of learning programme (as listed on the WDF 2021/22 Funded Qualifications and Learning list, available on the SPiC website)
- The date of issue of the certificate is between 1 January 2021 and 31 March 2022
- The certificate must be issued by the Institute for Apprenticeships & Technical Education (IfATE)

TO CLAIM BACK COURSE FEES THAT YOU HAVE PAID FOR 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:

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

| | |
|--|------------------------------------|
| Unique Learning Number (ULN) | |
| Candidate Registration/Enrolment Number | |
| Name of Qualification* | |
| Qualification Number * | |
| Awarding Body | |
| Certificate from Awarding Organisation | Please email a copy with the claim |
| Learning Provider invoice | Please email a copy with the claim |
| Is this Diploma part of an Apprenticeship? | Yes/No |

COMPLETED APPRENTICESHIPS

| | |
|---|------------------------------------|
| Unique Learning Number (ULN) | |
| Candidate Registration/Enrolment Number | |
| Name of Apprenticeship Standard* | |
| Apprenticeship Standard Qualification Number* | |
| Awarding Body | |
| Certificate from Awarding Organisation | Please email a copy with the claim |
| Learning Provider invoice | Please email a copy with the claim |

NON-ACCREDITED LEARNING PROGRAMMES (e.g., Lead to Succeed)

| | |
|------------------------------------|------------------------------------|
| Candidate Date of Birth | |
| Name of Learning Programme* | |
| Claim Code* | |
| 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 DIGITAL LEARNING MODULES FOR MANAGERS

| | |
|---|---|
| Candidate Date of Birth | |
| Certificate/s from Skills for Care | Please email a copy for each Module completed |
| List the Claim Code in boxes below for each Digital Learning Module Completed* | |
| | |
| | |

* 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.

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

Please send completed claim forms and evidence electronically to Jackie Smith at jsmith@spic.co.uk and any WDF enquiries to 01743 860011

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)

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

COMPLETED APPRENTICESHIPS

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

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

Please send completed claim forms and evidence electronically to Jackie Smith at jsmith@spic.co.uk and any WDF enquiries to 01743860011