

WORKFORCE DEVELOPMENT FUND 2014/15

Partnership Guide

The Workforce Development Fund (WDF) is a funding stream from the Department of Health disseminated by Skills for Care that supports the ongoing professional development of staff across the adult social care sector.

WDF can be used to either fund the direct costs of learning (where it is not fundable through other funding) or towards associated costs such as wage replacement, coaching and mentoring, venue costs, etc.

The fund is distributed by Skills for Care via a network of employer led partnerships and large national organisations. Our partnership is open to all employers providing adult social care within England, as long as they are not NHS funded. This includes hospices and agencies employing social care bank staff. The funding applies to all staff, including overseas workers and volunteers.

The WDF focuses on the achievement of QCF units. The funding is calculated on the credit size of the unit, with a credit funded at £15. This is paid in full directly to partnership members.

WDF eligibility requirements

Partnership membership

All new members must complete a '**member's declaration form**' (*attached*). Employers can be part of one partnership only - unless they have more than one "establishment" (service or location with their unique NMDS id) which is registered separately under another partnership.

NMDS-SC requirements

For an establishment to be eligible for the funding the following NMDS-SC requirements must be met:

1. An establishment which has completed an NMDS-SC organisational record before 1 April 2014 must fully update its organisational data.
2. The establishment must fully complete individual worker records for a minimum of 90% of its total workforce (this includes any staff who are not care-providing). These must be fully updated on or after 1 April 2014.

To register with the NMDS, go to www.nmds-sc-online.org.uk

Once the above requirements have been met, an establishment will be able to claim WDF until 31 March 2015.

How to find out when you have met the NMDS-SC requirements for WDF

Log into your NMDS-SC account and from the left hand menu click on reports. Choose 'My WDF NMDS-SC requirements report'. This will tell you whether your establishment is 'eligible' or 'not eligible' in terms of meeting the NMDS-SC requirements for WDF.

Where an establishment is not eligible, this report will show whether this is due to the establishment data or the worker data. You can then run the 'My establishment report' and / or 'My worker list' to identify gaps in the data. As these are live reports, you can update your NMDS-SC information and rerun the reports to get an updated position.

Parent establishments can run 'My WDF NMDS-SC requirements parent report'. This will show which of your subsidiaries are 'eligible' or 'not eligible' in terms of meeting the NMDS-SC requirements for WDF. If you cannot see data relating to your subsidiaries via this report, this will be because of the data sharing permissions set by the subsidiary, which will have been set so that data is not shared with the parent account.

WDF claiming process

What the funding covers

The WDF supports adult Health and Social Care QCF units completed in the funding year 1 January 2014 to 31 March 2015. For information on the qualifications covered by the funding and how much can be claimed for each of them, see the document '**Table of Health and Social care qualifications**' and for the full list of units eligible for the WDF, refer to the '**List of Acceptable Units**' document.

What are the evidence requirements

WDF claims are made for QCF units completed by your staff members. Either of these two pieces of evidence can be used as evidence to claim the funding:

1. Unit summary sheet with the candidate's 'unique learner number (ULN), registration/enrolment number and unit code (e.g. DEM 201), signed off and dated by the internal verifier within the funding period. You can use the template '**unit summary sheet**' from Skills for Care or an alternative version supplied by your training provider, as long as it captures these items:
 - Candidate name
 - Candidate registration number
 - Unique learner number
 - Name of Awarding Organisation
 - Name of Training Provider or Centre number
 - Unit code
 - Unit title
 - Verifier's name and signature (dated between 1 January 2014 and 31 March 2015).
2. A copy of the learner's certificate, with a summary of units completed and containing the following information:
 - Candidate name
 - Candidate registration number
 - Unique learner number

A unique learner number is a 10 digit number which is allocated to a learner and will be theirs for life. Learning providers will be able to obtain a ULN for any learner who does not have one.

- Unit code (Skills for Care unit code as per the acceptable units list. They will need to be written on, if the awarding organisation uses different codes)
- Name of units completed
- The date of the certificate must fall within the dates for the funding year, so 1st January 2014 – 31st March 2015
- Name of awarding organisation
- Name of training provider or centre number.

Internal verifier's signature

If only a sample has been signed off by an internal verifier, a statement needs to be provided from the training provider stating that this is the sampling procedure used in verifying the units submitted. This must be provided for each batch of units submitted.

Internal verification progress reports or equivalent are also accepted. These must contain the candidate's name, candidate registration/enrolment number, be signed by the internal verifier against each unit being claimed for, state the completion date and the short unit code achieved as listed on the 'List of the Acceptable Units' document.

How to claim

Partnership members can claim the funding as soon as they are NMDS compliant and the appropriate unit evidence is available to them.

- 1) Fill in the '**Partnership Claim Form**' with the details of your claim and email this to the administrator at Rogelio@switchedonconsulting.co.uk
- 2) Send by post a copy of the unit summary sheets for the QCF units completed. Please send this to: *Rogelio Alsina, 1 Avro Road, Upper Rissington, Cheltenham GL54 2NU.*

WDF Milestones

Milestone dates are the latest date by which evidenced claims for the stated percentage of the contract value should be made. Therefore, members do not need to wait for a milestone date to submit. Claims can and should be submitted as soon as the evidence is available.

These are the WDF milestones:

	Milestones	Internal deadlines	Due
1	28 Jun 2014	24 Jun	10%
2	27 Sep 2014	25 Sep	30%
3	29 Nov 2014	24 Nov	50%
4	31 Jan 2015	26 Jan	70%
5	31 Mar 2015	25 Mar	100%

Members should aim to meet the internal deadlines, so that claims can be processed in timely manner.

Invoicing and payments

Members will be informed of the outcomes of their claims and the lead partner will pay by cheque. Cheques will be sent to the address given in the membership form.

Combining WDF with other funding sources

The WDF allows you to claim from more than one source. However, as each funding source will have its own rules/requirements, 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.

1. The overarching principle of the WDF is that employers cannot make a profit from their employees undertaking training.
2. Where employers are claiming from more than one source of public funding they must ensure that they do not claim the same cost from more than one source as this would constitute double funding and this is not allowed.
3. The WDF can be claimed alongside other streams, such as Skills Funding Agency funding. Skills Funding Agency funding goes directly to the training provider to pay for training provision. WDF is claimed by the employer and can be used to support with costs associated with putting an employee through a social care qualification to pay for learning costs or wage replacement costs. Where this is the case you can still make a claim under WDF for associated costs, such as employees' salaries while they are undertaking training, coaching and mentoring costs, venue costs for the training and if required backfill (wage replacement costs). Again, the overarching principle is that an employer is not making a profit from their employees undertaking training.
4. The WDF is a retrospective funding stream and all costs must have been incurred prior to claiming a contribution towards them.
5. The evidence requirement for claiming for associated costs from the WDF is a completed unit summary sheet signed off by an internal verifier between 1 January 2014 and 29 March 2015 for every unit claimed.
6. Employers must ensure that they have records in place to evidence the costs of any funding claims they make. Where associated costs are being claimed these records may contain staff salary information, timesheets, invoices for venue costs, etc., as appropriate.

For more details on combining WDF with other funding sources and claiming for additional cost, refer to the document **WDF – claiming back-fill cost**

Member's responsibilities

(as in the members declaration form and the partnership contract with Skills for Care)

- To ensure that the total amount of funding claimed is equal to or less than the total cost incurred in achieving the corresponding qualification units.
- To inform the lead partner of qualification units achieved and any relevant evidence/information that they need to maintain financial probity and a clear audit trail on funding spent.
- To ensure that the evidence supplied in respect of WDF claims is accurate and reliable to the best of their knowledge.
- To confirm that they are a social care employer and that they are only able to claim for staff and/or volunteers working within their organisation.
- To repay in full to the lead partner any funds received due to claims made for which they were not eligible.
- To keep a clear audit trail of the funding received from Skills for Care and maintain full and accurate records with all supporting documents of :
 - expenditure incurred
 - staff member records showing registration number and awards achieved
 - copies of unit summary sheets fully completed, signed off by the internal verifier and dated in the correct financial year
 - all invoices and financial records of the amounts spent in achieving the targets set out on the summary sheet
 - records of any other funding received .
- Records must be kept for at least 6 years after the last payment related to the WDF was received. Members must also provide when required, either by the partnership or Skills for Care, evidence of the employment of candidates and costs associated in the provision of training claimed.
- Members must comply with all relevant laws, rules and regulations in carrying out your responsibilities as a partnership member. They must also make sure that where applicable employees and sub-contractors also comply with all relevant rules and regulations.
- Members will act in accordance with the equal opportunities and anti-discriminatory practices and comply with all equal opportunities legislation.
- Members must make sure where applicable that you are fully insured and agree to prove that your insurance cover is valid.

For queries contact Rogelio Alsina
Rogelio@switchedonconsulting.co.uk
Tel. 0208 133 2839