Guidance for employers accessing the Workforce Development Fund directly from Skills for Care

What is the Workforce Development Fund (WDF)?

The Workforce Development Fund (WDF) for 2024-25 is a retrospective funding stream from the Department of Health and Social Care disseminated by Skills for Care. This means that an employer must have directly incurred costs for the qualifications or apprenticeships undertaken by their staff before a claim is made through WDF on completion of the learning. The fund is only available to employers who provide an adult social care service and directly employ paid care staff in England.

The fund focuses on the achievement of qualifications and apprenticeships and supports the continuing professional development of staff across the adult social care sector in England. **Claims can only be made for qualifications and apprenticeships which started on or before 31 March 2024 and which will complete by 31 March 2025.**

The application process

To claim WDF directly from Skills for Care you must complete a WDF direct access declaration form and submit it to the email address specified on the form. Declaration forms must be submitted by **28 February 2025**, any received after this date will not be accepted. On receipt Skills for Care will check and validate your application. Following validation of your application you will be issued with a grant letter which must be signed and returned before you can claim funds. The Workforce Development Fund is a resource to the sector so limits are applied to the amount of funding which can be claimed by a single organisation to maximise the number of employers who can benefit from the fund.

How do I become eligible for funding?

There are three things that you must do before you become eligible for WDF:

1. Have completed the WDF direct access declaration form and signed the grant letter as set out above.
2. Comply with the Adult Social Care Workforce Data Set (ASC-WDS) requirements or be prepared to meet these prior to claiming funding.

delivery or end-point assessment costs because the levy is used for that. The apprenticeship levy is a tax being applied by government so public money cannot be used to offset it. However, the WDF can be used towards the associated costs of training, such as the 20% off the job learning time requirement, wage replacement costs if required to release the learner to undertake training etc. Further8(e)£d2

figure. If you have incurred lower costs than the value advertised, it s possible to claim a lower amount of funding by advising Skills for Care of the amount that you want to claim in your covering email.

Qualifications evidence   To claim funding for a qualification certificate must be submitted which contains the following information:

Candidate name
Candidate registration number
Unique learner number
Name of qualification and qualification number as per the list of funded qualification and learning
The date of issue of the certificate must fall within our advertised dates for the funding year, so 1 January 2024   31 March 2025
Name of Awarding Organisation
Name of Learning Provider or centre number

Apprenticeship standards evidence   The evidence to claim an apprenticeship to claim the diploma within the apprenticeship standard (full detail as set out in the qualification evidence section above) and a copy of the final apprenticeship standard certificate. The final apprenticeship standard certificate must contain the following information:

Candidate name
Unique learner number
Name of the apprenticeship standard
Apprenticeship standard code as per the list of funded qualifications and learning programmes (this can be written on)
The date of award must fall within our advertised dates for the funding year, so 1 January 2024 - 31 March 2025
The certificate must be issued by the Institute for Apprenticeships & Technical Education (IfATE)

You can claim for the diploma once completed and certificated, and the apprenticeship standard at a later date once the end point assessment has been completed a

Last updated