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## Introduction

To support you with claiming WDF we have put together this guide. This will take you through the steps to make a claim. It is assumed that you have already signed a grant letter.

## Meeting the Adult Social Care Workforce Data Set (ASC-WDS) eligibility requirements for claiming WDF

The [ASC-WDS requirements](#) must be met for you to receive a funding claim form, without a funding claim form no claims can be made.

Within ASC-WDS there is an in-



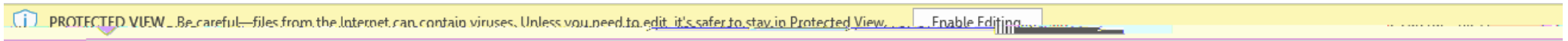
If any of this information is missing or unclear you will need to find it.

A maximum of £2,035 can be claimed per learner per financial year (April to March).

**Once you have received and checked the evidence it is time to complete the funding claim form.**

You will receive an updated funding claim form whenever a workplace becomes eligible. This will be because they have recently met the ASC-WDS requirements for WDF or you have or you have added a new workplace which meets these requirements. This may not be on a weekly basis if no workplaces have become eligible since the last claim form was issued.

On opening the claim form you may see a yellow banner across the top of the screen (below) asking you to enable editing – please click the button to enable the document before inputting information (if you do not enable the form you will not be able to select and input data).



Please **do not amend the format of the funding claim form**. Examples of amendments include manually typing an workplace instead of selecting from the drop-down menu or inserting more lines. Amendments to forms may result in a delay in your claim being paid.





## Managing your claim

Before submitting your claim you need to complete and attach a WDF claim submission form (appendix 1). This will help us to accurately log receipt of the claim. It will also help you to keep track of your submissions. You just need to complete one form to cover the whole submission, even if it is made up of more than one funding claim form.

The claim must be emailed by the grant holder. We can accept claims sent by the named administrator of the grant but this must be previously agreed with your disbursement assistant. Once the claim is received electronically by Skills for Care you will receive

The final apprenticeship standard certificate (following completion of the end point assessment) can be claimed in conjunction with Levels 2 – 5 diplomas completed within the apprenticeship standard. The evidence to claim for the apprenticeship standard is a certificate issued by the Institute for Apprenticeships & Technical Education (IfATE) only, please check that the certificate displays their logo below.

### Dates for the diary

Claims can be submitted up to 17:00 on 31 March 2025.

A workplace must fully complete and update ASC-WDS records after the 1 April 2024 but before 17:00 on 31 March 2025. Any date extensions to the deadline for claims being submitted will not affect this deadline unless specifically noted.

### Useful Links

Large National Organisations: [general information and WDF forms](#)  
[Details of the qualifications and apprenticeships that will be funded](#)  
[For more information on ASC-WDS](#)



