**How to apply for the Workforce Development Fund**

**What is the Workforce Development Fund?**

Skills for Care have been asked by the Department of Health to distribute the Workforce development Fund (WDF). The fund is in place to provide a limited amount of money which can fund qualification, units and learning programmes developing staff across adult social care in England.

As an employer you can claim back a contribution towards the costs of employees who complete health and social care qualification, units, apprenticeships and learning programmes.

#### What can I claim for?

As an employer you can claim for units, qualifications and learning programmes completed between 1 January 2017 and 31 March 2018. You can claim WDF towards the cost of course fees (or employer contributions) and associated costs, such as employees’ salaries whilst they are undertaking training, coaching and mentoring costs, venue costs for the training and wage replacement costs.

#### How can I apply?

Surrey Skills Academy work in partnership with Skills for Care across Surrey managing the Workforce Development Fund (WDF) across Surrey, Sussex, Kent and London.

To be eligible to apply for the funding you must meet the following requirements:

* be an adult social care employer in England
* have an NMDS-SC account that meets WDF requirements
* complete a member’s declaration form and return it to the partnership lead
* submit completed qualification unit summary sheets or a copy of each learner’s certificate to evidence claims.

**What's in it for me?**

With 400 units eligible for funding you can get help to fund the training of your team

WDF pays a contribution of £15 per QCF credit, with a maximum of 60 credits per learner per funding year. How much you can claim back will depend on the qualification, the units selected and how many credits make up those units. Learning programmes and RQF qualifications are funded to the value advertised on completion.

Here are some examples of what could be claimed:

* Level 2 Diploma in Health and Social Care (Adults) (46 credits) - up to £690
* Level 3 Diploma in Health and Social Care (58 credits) - up to £870
* Level 4 Diploma in Adult Care (minimum 70 credits) - up to £1050\*
* Level 5 Diploma in Leadership for Health and Social Care and Children and Young People’s
* Services, adult pathways (minimum 80 credits) – up to £1200\*
* RQF Level 4 Certificate in Principles of Leadership and Management in Adult Care - £400
* ‘Lead to Succeed’ learning programme - £350

\*A maximum of 60 credits per learner, per funding year can be claimed so qualifications larger than 60 credits will need to be claimed over more than one funding year. Funding years run from 1 April to 31 March.

**What do I do next?**

Take a look at the Surrey Skills academy website and find out how to gain their support to reclaiming training and costs.