

Terms for employers accessing the Workforce Development Fund in 2023-24

Any employer who makes a claim for the Workforce Development Fund (WDF) in 2023-24 agrees to be bound by the following terms:

- The Workforce Development Fund is a contribution towards the cost of paid staff in an organisation achieving relevant qualifications, learning programmes and digital learning modules and if this is combined with any other funding, the total amount claimed will be equal to, or less than, the total cost incurred in achieving the learning;
- The evidence supplied in respect of Workforce Development Fund claims will be accurate and reliable;
- Clear and accurate records must be kept to evidence the funding spent and received for a period of 6 years;
- Claimants are required to supply information for audit purposes if requested by Skills for Care, the Department of Health and Social Care or a representative working on their behalf.
- To access the fund it is necessary to provide an adult social care service and directly employ care staff in England. Only paid staff working within each organisation for whom the employer has directly incurred costs prior to making a claim can be claimed for;
- It is necessary to fully complete and / or update the required Adult Social Care Workforce Data Set (ASC-WDS) data on or after 1 April 2023 to meet the ASC-WDS requirements for WDF until 31 March 2024 and the account data must be an accurate reflection of the employer's service(s) and workforce;
- Funding for a workplace can only be claimed through one WDF funding arrangement at any time. Employers who wish to access funds via an alternative grant during the funding year need to complete a new declaration form and notify Skills for Care who will authorise or decline the request. Organisations who have a direct funding agreement with Skills for Care cannot draw down funds via WDF partnerships;
- The grant holder of the partnership if applicable, and Skills for Care will be notified in the event that any workplaces are no longer eligible to claim WDF;
- If any funding is claimed by an organisation that is not eligible it will be necessary to repay the value of the claims in full to the grant holder if the funding has been accessed via a partnership, or directly to Skills for Care;
- For employers who are accessing funding via a partnership, by joining a partnership they are confirming that they are happy for the grant holder to enter into a funding agreement with Skills for Care on their behalf.