

Workforce Development Fund 2024-25

Large national organisation application form guidance

April 2024 (v1)

Introduction

The People at the Heart of Care white paper, published in December 2021, set out the vision for adult social care and included a commitment to provide a funded learning and development offer.

In the Next Steps to put People at the Heart of Care, published in April 2023, the government confirmed some further details of the funded training offer.

The Department of Health and Social Care (DHSC) is planning a new learning and development fund for adult social care. The new fund will not be administered by Skills for Care. DHSC has published guidance about the new scheme [here](#).

The Workforce Development Fund for 2024-25 is a funding stream from the Department of Health and Social Care disseminated by Skills for Care. It will support the provision of high quality care and the continuing professional development (CPD) of staff across the adult social care sector by providing a contribution towards the costs of eligible vocational qualifications and apprenticeships.

The fund is distributed by Skills for Care directly. This tender is only open to large national adult social care providers that meet the criteria set out below and this guidance is specific to these organisations. All other organisations should wait until the fund launches to sign up.

The WDF is being scaled down in 2024-25 and **it will only be possible to claim WDF for qualifications and apprenticeships which started on or before 31 March 2024 and which will complete by 31 March 2025.**

This document provides guidance to help you through the application process. If after reading this guidance you nB a>BC qe6(p)6(p)-3(li)ess4/Lang (en-6.944 275.93 Tm0 g0 G[Th)-2(is o

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Skills for Care has six **areas** across England: Eastern, London and the South East, Midlands, North West, South West and Yorkshire & Humber and the North East.

Any adult social care employer that does not meet the definition of a large national employer will be able to sign up and claim funding directly from Skills for Care once the fund launches.

If you have any further questions please email us at wdf@skillsforcare.org.uk

Grant management

Following the award of a funding allocation to successful applicants, Skills for Care will closely monitor the delivery of the grant throughout the year, with particular focus on the criteria detailed below. Please use this information to inform your approach to managing the grant and describe this when required within the application form.

Milestone management

We expect all grant holders to manage the grant effectively. Milestone dates are the latest date by which claims for the stated percentage of the grant value should be made to Skills for Care. Grant holders are encouraged to make claims throughout the period of the agreement and do not need to wait for a milestone date before submitting. If there is any deviation between actual and projected progress we will notify the grant holder and, where necessary, reduce the value of the grant by the amount of under achievement. If grant holders overachieve there may be opportunities to request additional funds during the funding year.

Evidence submission (sampling)

We expect all grant holders to supply the required evidence in a timely manner as set out in the sample request. Organisations must comply with the claims sampling process to ensure that Skills for Care receives complete and accurate evidence. We note that some errors may occur but in cases where the evidence does not meet the grant requirements we will reclaim funding and may adjust grant values.

Completing the application form

The following section of the guidance provides help and advice in completing the application form. In addition to this guidance the yellow boxes throughout the form provide specific help on each question. Please ensure you fully complete the summary information on the front page of the application form. We have not set word or character limits but you are limited to the text box available for each question. You are advised to save the application form regularly as you complete it.

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Section 1 – Organisation details

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case of absence or a key member of staff leaving the organisation. Where members of



Table 1 - Diplomas

Level	Funding value
2	£600
3	£815
4	£1,068
5	£1,525

Table 2 – Apprenticeship Standards

Level and Standard	Funding value
2 - Adult Care Worker	Diploma £600
2 - Adult Care Worker	End point assessment £400
3 - Lead Adult Care Worker	Diploma £815
3 - Lead Adult Care Worker	End point assessment £500
4 Lead Practitioner in Adult Care	Diploma £1,068
4 Lead Practitioner in Adult Care	End point assessment £500
5 Leader in Adult Care	Diploma £1,525
5 Leader in Adult Care	End point assessment £500

Important to note: A maximum of £2,035 can be claimed per learner per funding year in 2024-25.

Table 3 - What is the evidence for claims?

Type	Evidence
RQF award, certificate or diploma	the awarding organisation.

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