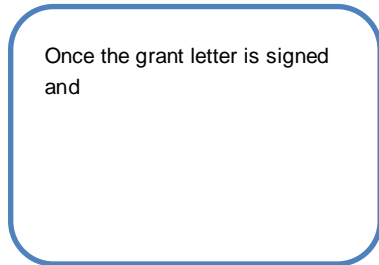


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## Introduction – The process

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 applied to access the fund and have signed a grant letter.



## Meeting the Adult Social Care Workforce Data Set (ASC-WDS) 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-browser option which allows you to check whether you are meeting the requirements for WDF. If you need further help, please call the *ASC-WDS Support Service* on 0113 241 0969 or email them at [ascwds-support@skillsforcare.org.uk](mailto:ascwds-support@skillsforcare.org.uk).

*Please see appendix 2 for solutions to common eligibility queries.*

## WDF funded qualifications and apprenticeships 2024-25

You should refer to the Skills for Care website for the [current list](#) of what qualifications and apprenticeships will be funded. You can only claim for learning that started on or before 31 March 2024. If you have learners who have completed a previously funded Positive Behavioural Support or licenced leadership programme, which started on or before 31 March 2024, please contact us for advice about how to claim.

When completing the claim form the only code you need to enter in column H is the qualification number or apprenticeship standard code as per the funded list. It is recommended that you select “Go to List of Codes” (cell G6) and copy the relevant code from the data tab and paste into the claim form.

## Learning that has been completed as part of an apprenticeship:

The apprenticeship standards that can be claimed for are:

Adult Care Worker (level 2)

Lead Adult Care Worker (level 3)  
Lead Practitioner in Adult Care (level 4)  
Leader in Adult Care (level 5)

Employers can claim funding in two stages – upon completion of the diploma and after the end-point assessment has been passed and the standard has been completed.

To enable reporting to the Department of Health & Social Care (DHSC), it is imperative that learning that has been completed and claimed for as part of an apprenticeship is recorded accurately. It is important that when completing the claim form that due attention is paid to column I and that it is completed

the date of award must be between

## Filling out the claim form

The screenshot shows a web-based form titled "FILLING CLAIM FORM" with a "#skillsforgo" logo. A pink banner at the top contains the text "Go to list of codes" and "Separate ID". Below this is a table with the following headers: "Unique Learner", "Apprentice Path", "Candidate", "FOR DIPLOMAS ONLY", "Organization", "ASC/WDA", "City/NA", "Employer", and "Unit". The table contains several rows of data, with green arrows pointing to specific cells. A callout box labeled "Step 6: enter the relevant" points to a cell in the "Candidate" column. Below the table, there are three text boxes with instructions: "1. Enter the relevant", "2. Enter the relevant", and "3. Enter the relevant". The bottom of the screen shows a navigation bar with "Cancel" and "Save" buttons.

**Step 1.** Only WDF eligible workplaces will appear on this drop-down menu. If a workplace is missing and you are sure they have met the requirements outlined on page 2 please contact the WDF team who will be able to advise further. Please **do not manually type in** the organisation name.

**Step 2.** Please ensure that the candidate name is entered fully and accurately. It is important to remember the following points:

Please do not use the candidate's initials.

It is your responsibility to keep us informed of any candidate name changes and the reason why, for example, if they have got married. Please let us know in writing so that we can keep our system up to date.

**Step 3.** Please ensure that the candidate's Unique Learner Number (ULN) is correctly entered for all qualifications and apprenticeship standards. This information can be provided by your learning provider.

**Step 4.** If the awarding organisation is unknown please refer back to the certificate, **do not just leave it blank.**

**Step 5.** Please ensure that the candidate registration/enrolment number is correctly entered. This is used to identify duplicate funding. This information can be provided by your learning provider.

**Step 6.** The form is data sensitive and you are strongly advised to copy the appropriate code from the data tab and paste it into the claim form. You can manually enter if you prefer but this may lead to an incorrect code being entered and the claim will be rejected.

#### **For RQF qualifications/awards**

Please enter the qualification code **only**. Codes are displayed on the front page of the certificates. If the qualification is a diploma then go to step 7.

#### **For Apprenticeship standard Levels 2 – 5 (End Point Assessment)**

Please enter code ST0005 (for the level 2 apprenticeship standard), ST0006 (for the level 3 standard), ST0007 (for the level 4 standard) or ST0008 (for the level 5 standard). These codes are available in the data tab of claim form.

If you are claiming for the diploma and the standard at the same time you will need to complete 2 lines for the candidate on the claim form, i.e. 1 line for the diploma and then a line for the standard.

#### **Step 7.**

##### **For Diploma claimed**

If the diploma is being claimed as part of an apprenticeship select Yes in the “FOR DIPLOMAS ONLY” column.

Once the code has been entered **the value of the code** will be automatically calculated and populated into the value claimed column. You should not make any manual entries in this column. If the value does not appear to be correct it is most likely that the code has been incorrectly entered.



[directaccess.wdf@skillsforcare.org.uk](mailto:directaccess.wdf@skillsforcare.org.uk)



Details of the qualifications that will be funded - [www.skillsforcare.org.uk/WDFquals](http://www.skillsforcare.org.uk/WDFquals)

For more information on ASC-WDS go to [www.skillsforcare.org.uk/asc-wds](http://www.skillsforcare.org.uk/asc-wds). To register or update your data click here - <https://asc-wds.skillsforcare.org.uk/login>



Have you submitted a 2024-25 direct access declaration form including details of the workplace?