

Workforce Development Fund (WDF)

How to make a claim?

Are you a partner of the Care Market Development Team partnership?

Yes

Is your [Adult Social Care \(ASC\) Workforce data](#) set up to date?

No

Email [partnership form](#) to WDF@staffordshire.gov.uk

Yes

Staff member completes qualification between 01/01/2022 – 31/03/2023

No

Visit [Skills For Care](#) on how to update or register for your account.

Yes

Is the qualification on the [WDF funded list](#)?

Yes

No

No

No funding available

1. Ensure you gain a full copy of the certificate with the staff members unique learning number (ULN) and awarding body from the training provider.

2) Complete the [claim form](#)

3) Email a scanned copy of the certificate and declaration over to WDF@staffordshire.gov.uk

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How can I claim WDF?

To be eligible to claim through Care Market Development Team you must be an Adult Social Care employer based in Staffordshire or provide care to clients based in Staffordshire

You must then complete the following steps:

Step 1: Join the Care Market Development Team Partnership

If you wish to join as a new partner, download and complete a Partnership Membership Form and return to us by email.

Click here for the Partnership Form

There is no cost in becoming a member of our partnership.

For existing partners, a new Partnership Membership Form is not required.

Step 2: Complete your Adult Social Care Workforce Data Set (ASC-WDS) This is the new name for the NMDS-SC.

Employers must have updated at least 90% of their ASC-WDS records since 1st April 2022. ASC-WDS is the leading source of robust workforce intelligence for adult social care.

If you have any questions on the ACS-WDS or need further advice then call the Support Service on 0113 241 0969, email ascwds-support@skillsforcare.org.uk or visit their **website** and their dedicated team will be happy to guide you. The full requirements to be eligible for WDF can be downloaded from the link below.

Workforce Development Fund Eligibility Criteria

Step 3: Claim

Once your membership has been confirmed, and your ASC-WDS is up to date, you will be able to claim. To do this, you will need to send the following documentation to CMDT.

- A copy of the learner's certificate showing the completed qualification. This must be dated between 1 January 2022 and 31 March 2023.
- The learner's unique learner number (this can be obtained from the training provider)
- A completed Employer submission [claim form](#).

These can be emailed to us at WDF@staffordshire.gov.uk