



Funding Application Pack 2011/12

Important Information

- Skills for Care Workforce Development Fund (**WDF**), is available to support **employers** in the training of their social care staff in Devon, Torbay and Plymouth. (This replaces TSI funding.)
- Funding is available for qualifications completed between 1st January 2011 and 16th March 2012
- We advise you to apply for funding as candidates complete **each unit**
- Please ensure that all signatures are completed within the given timescales before returning
- Skills for Care funding is a contribution towards the cost of individuals in your organisation achieving relevant adult units of competence and you cannot use this source of funding if they are eligible for funding through other sources
- It is your responsibility to inform the Lead Partner of Adult Units achieved and any relevant evidence / information that they need to maintain financial probity and a clear audit trail on funding spent
- Please remember that WD Funding is not guaranteed and is issued to those that are eligible
- You may only claim for volunteers and or staff working within your organisation
- Each organisation must maintain a clear audit trail of the funding received from Skills for Care
- You will need to ensure that you have fully completed and/or updated the required NMDS-SC data:
If sufficiently updated between 1st April 2010 – 31st March 2011, you will be eligible until 30th September 2011
If sufficiently updated after 1st April 2011, you will be eligible until 30th March 2012
- You may only claim this funding through one partnership and any attempt to claim through more than one partnership may result in your being disqualified from any future funding
- Completed funding packs should be sent to Devon Care Training, A301, The Annexe, County Hall, Topsham Road, Exeter, EX2 4QR. It will take at least 2 months for the funding to be received

For further queries please contact wdfund@devon.gov.uk or 01392 383197

Introduction



1. What is Devon Care Training?

Devon Care Training (DCT) is an employer led partnership. DCT previously administered TSI Funding from Skills for Care; Workforce Development Fund has replaced TSI Funding. Funding will be allocated to organisations in Devon, Torbay and Plymouth.

2. What Qualifications can be funded?

The following qualifications are eligible for funding:

NVQ Awards £65 Per Unit

NVQ 2 Health & Social Care	£65 per unit
NVQ 3 Health & Social Care	£65 per unit
NVQ 4 Health & Social Care	£65 per unit
Leadership & Management Award	£65 per unit

QCF Units £8.50 Per Credit

Dementia	£8.50 per credit
End of Life	£8.50 per credit
Learning Disability	£8.50 per credit
Safeguarding	£8.50 per credit
Management & Supervision	£8.50 per credit
All Other Units	£8.50 per credit

QCF Units have up to 12 Credits
- Please claim for completed Units

Please see the below link for a full list of eligible units funded by Skills for Care during 2011/12
<http://www.skillsforcare.org.uk/funding/skillsforcarefunding/skillsforcarefunding.aspx>

3. What are the Timescales?

- Funding is provided for units completed (assessed and verified) between **1st January 2011** and **16th March 2012**.
- Deadline for QCF Claims: **9th March 2012**.
- Deadline for NVQ Claims: **21st October 2011**. No NVQ claims units may be claimed beyond this date.

4. How do I Apply?

- Photocopy this claim pack if you think you may claim more than once.
- Claim for each completed unit once you have had them assessed and verified.
- NVQ Units can be funded if they have been assessed and verified from **1st January 2011** and until **30th September 2011**.
- QCF Units can be funded if they have been assessed and verified from **1st January 2011** and until **16th March 2012**.

WD Funding Checklist

Please send photocopies only, we will not return original documents.

For an establishment's first claim we require a partnership form.

For all claims we require a **FUNDING APPLICATION FORM** Parts 1 & 2, and the following:

Claims for NVQ & QCF units:

For NVQ and QCF units you must provide evidence, either the Skills for Care Unit Summary Sheet, or summary sheets provided by the training provider.

NVQ & QCF evidence must contain:

- NVQ / QCF Centre name and number
- Candidate's name & signature
- Candidate's registration number
- Awarding Body (e.g. City and Guilds, Edexcel, etc)
- NVQ / QCF unit number & description
- Assessor and Verifier signatures and dates

Please check the list of acceptable units for NVQs and QCFs online before you submit claims. This can be done at: <http://www.skillsforcare.org.uk/funding>

Please ensure that information is clearly legible, and that all the required information is entered onto the forms.

Checklist:

Tick:

Funding Application form Parts 1 & 2	<input type="checkbox"/>
Claim form attached, and completed in full	<input type="checkbox"/>
NMDS-SC Number filled in	<input type="checkbox"/>
Correct evidence and supporting evidence attached	<input type="checkbox"/>

Funding Application Form - Part 1

Always complete for each claim. ALL boxes need to be completed for successful funding

Organisation:		No. Employees:	
Contact Person:			
Address: (this must be the candidate's workplace, and must match your NMDS records. If you are claiming for multiple establishments please use separate forms for each)			
Postcode:			
Workplace Area (circle):	Plymouth	Devon	Torbay
Telephone:			
e-mail address:			
National Minimum Data Set Ref No. (NMDS-SC)			

Please attach evidence of units completed. This evidence must comprise of **individual** unit summary sheets for NVQs and QCFs (**certificates are not accepted**). The sheets must be signed by the assessor, verifier and the candidate.

Completion of the National Minimum Data Set (NMDS-SC) is a requirement for successful adult claims. If you have not yet completed your NMDS-SC, please log on to www.nmds-sc-online.org.uk. If you do not have access to the internet or have lost your NMDS-SC number, please telephone 0845 873 0129 (NMDS-SC helpdesk). **Existing NMDS-SC records must be fully updated as new data fields have been added by Skills for Care.**

Please see the separate guidance document on how to update your NMDS-SC records.

Employee workplace must be entered onto the Skills for Care unit forms; this must match the employer's workplace listed above. If you have multiple establishments we require partnership forms, and funding application forms for each one.

Have you received Skills for Care Funding before? Yes / No

Employers Declaration:

- I understand that the Skills for Care funding is a contribution towards the cost of individuals in my organisation achieving relevant adult units of competence and that I cannot use this source of funding if they are eligible for funding through other sources
- I understand that I have a responsibility to inform the Lead Partner of Adult Units achieved and any relevant evidence / information that they need to maintain financial probity and a clear audit trail on funding spent
- I understand that I am only able to claim for volunteers and or staff working within this organisation
- I understand I must keep a clear audit trail of the funding received from Skills for Care
- I understand that I will need to ensure that I have fully completed and/or updated the required NMDS-SC:
If updated between 1st April 2010 – 31st March 2011, I am eligible until 30th September 2011
If updated after 1st April 2011, I am eligible until 30th March 2012

Employer's Signature :		Date :
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Funding Application Form - Part 2



Candidate Name	Awarding Body	Candidate Reg No.	Award (eg NVQ / QCF)	Unit Codes claimed (eg. HSC21, DEM 204)								No. of Units / Credits claimed	Cost claimed
NVQ = £65 per Unit QCF = £8.50 per Credit										Total No of Units/Credits claimed:			
										Total amount of money claimed:	£		

NVQ UNIT SUMMARY SHEET

Unit Code:	Unit Name:
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In accordance with list of acceptable SfC funded units.

Elements:

Competence has been demonstrated in all the elements of this unit through the agreed assessment procedures

Position	Name (Block Capitals)	Signature	Date
Internal Verifier			
Assessor			

Name of Awarding Body:	
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I am satisfied with the way the assessment(s) was conducted and with its outcome

Candidate Name	Candidate Registration No.	Signature	Date

Workforce Development Funding 2011/12



QCF UNIT SUMMARY SHEET

Unit Code:	Unit Name:
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In accordance with list of acceptable SfC funded units.

Elements:
No of Credits:

Competence has been demonstrated in all the elements of this unit through the agreed assessment procedures

Position	Name (Block Capitals)	Signature	Date
Internal Verifier			
Assessor			

Name of Awarding Body:	
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I am satisfied with the way the assessment(s) was conducted and with its outcome

Given Name*	Family Name*	Candidate Registration No.	Signature	Date

*As per registered with the Learner Record Service

Partnership Form WDF 2011-12

To be completed by each member of the partnership

NMDS-SC Ref No:

Your Organisation name
(NMDS-SC Reg Name)

Your Contact Name

Number of Employees in your Organisation

Name of partnership you are joining
(Please note that you can only claim funding
through one partnership)

Devon Care Training, A301, The Annexe, County Hall, Topsham Road, Exeter EX2 4QR

Your NMDS-SC Registered Address

Town

City

Post Code

Phone No

Fax No

Email

If your contact details are different from above please provide your details below

Town

City

Post Code

Phone No

Fax No

Email

Members Declaration

My organisation/business is a member of this partnership and we are happy for the Lead Partner to sign the proposal on our behalf.

- I understand that the Skills for Care funding is a **Contribution** towards the cost of individuals in my organisation achieving relevant adult units of competence and that I cannot use this source of funding if they are eligible for funding through other sources.
- I understand that I have a responsibility to inform the Lead Partner of Adult Units achieved and any relevant evidence / information that they need to maintain financial probity and a clear audit trail on funding spent.
- I understand that I am only able to claim for volunteers and/or staff working within this organisation.
- I understand that I must keep a clear audit trail of the funding received from Skills for Care.
- I understand that I will need to ensure that I have fully completed and/or updated the required NMDS-SC data as below:
If updated between 1 April 2010 – 31 March 2011, I am eligible until 30 September 2011
If updated after 1 April 2011, I am eligible until 30 March 2012

Name (Please Print)

Position in Organisation

Signature

Date