

3. Have paid employees who have completed eligible qualifications, learning programmes or digital modules against which you want to claim funding, see the [list of funded qualifications and learning](#).

How do I claim funding?

Once you have signed your grant letter with Skills for Care and you have workplaces which meet the ASC-WDS requirements for WDF, we will send you a claim form to enable you to claim funding for your learners. You will need to fully complete the claim form with details of all learners and the qualifications, learning programmes or digital learning modules that they've completed that you wish to claim for. There's a guidance document available to help you put your claim together which will be issued with the claim form. Once your claim form has been completed this needs to be submitted to directaccess.wdf@skillsforcare.org.uk along with your [claim submission form](#) and a copy of your evidence (learner's certificates). You must include details of any qualifications which are being claimed as part of an apprenticeship on your claim form.

It's important to note that a maximum of £2,000 per learner can be claimed in any funding year. The funding year for 2023-24 is 1 April 2023 to 31 March 2024. The WDF funding contribution is a maximum of the value set out on the list of funded qualifications and learning even if you have incurred higher costs than this figure. If you have incurred lower costs than the value advertised, it's possible to claim a lower amount of funding by advising Skills for Care of the amount that you want to claim in your covering email.

Qualifications evidence – To claim funding for a quali

name of the apprenticeship standard
apprenticeship standard code as per the list of funded qualifications and learning programmes (this can be written on)
the date of award must fall within our advertised dates for the funding year, so 1 January 2023 - 31 March 2024
the certificate must be issued by the Institute for Apprenticeships & Technical Education (IfATE).

You can claim for the diploma once completed and certificated, and the apprenticeship standard at a later date once the end point assessment has been completed and the certificate for the apprenticeship standard has been issued.

Learning programmes evidence – To claim funding for a learning programme a copy of the learner's

