

Workforce Development Fund (WDF) Organisation Declaration Form 2023-24

Your organisation's Adult Social Care Workforce Data Set (ASC-WDS) registered name	
ASC-WDS ID	
Your ASC-WDS registered address (including postcode)	
Your contact name	
Phone number	
Email (Email address must be completed or "no email" stated if you do not have an email address)	
Your organisation's website address	
Main care service you provide	Choose an item.
If other, please specify	
Number of employees	
CQC provider ID (must be completed or state not registered with CQC)	
CQC location ID for this service if applicable	

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

Address (including postcode)	
Phone number	
Email (Email address must be completed or "no email" stated if you do not have an email address)	

Organisation Declaration

- I confirm that we provide an adult social care service and directly employ care staff within England and understand that we're only able to claim for paid staff working within this organisation, for whom we have directly incurred costs for the specified learning, before we make a claim for funding.
- I understand that the Workforce Development Fund (WDF) is a contribution towards the cost of individuals in this organisation achieving relevant qualifications and learning programmes and that if this is combined with any other funding, the total amount claimed will be equal to or less than the total cost incurred in achieving the learning.
- I understand that we must keep clear and accurate records to evidence the funding spent and received for a period of 6 years and that we are required to supply information for audit purposes if requested by Skills for Care, the Department of Health and Social Care or a duly authorised representative working on their behalf.
- I confirm that the evidence submitted in respect of WDF claims will be accurate and reliable.
- I understand that we will need to ensure that we have fully completed and or updated the required Adult Social Care Workforce Data Set data after 1 April 2023 to meet the ASC-WDS requirements for WDF until 31 March 2024 and confirm that the account data will be an accurate reflection of our services and workforce.
- I understand that funding claims for a workplace can only be made through one WDF funding arrangement at any time and that because we have a direct funding agreement with Skills for Care our workplaces cannot join a WDF partnership.
- I confirm that Skills for Care will be notified in the event that any of our workplaces are no longer eligible to claim WDF.
- I understand that if we claim any funds that we are not eligible for we will have to repay the value of these claims in full to Skills for Care.

☐ Tick this box to confirm you are the individual named below and you are authorised to make this declaration on behalf of this organisation.

Name	
Position in organisation	
Date of submission	

Please list all the workplaces that are part of your organisation that you wish to claim funding for.

Name of workplace	Workplace address	ASC-WDS ID for this workplace	CQC location ID if applicable

Both parts of this form will need to be resubmitted if you wish to add new organisations throughout the year.

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