**Optimum Members Workforce Development Workshop**

Record of challenges and solutions – 26th January 2018

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| **CLAIMING THE WORKFORCE DEVELOPMENT FUND** | **CHALLENGES** | **SOLUTIONS** |
| **NATIONAL MINIMUM DATA SET – SOCIAL CARE (NMDS-SC)** | How do I register with NMDS-SC? | All the information on how to use the NMDS-SC, together with videos, an e-guide and a ‘How to begin’ tutorial can be found at: <https://www.nmds-sc-online.org.uk/content/About.aspx>  |
| How do I check our NMDS is up to date? | Telephone support is available from Skills for Care on: **0845 873 0129**  |
| Why is it necessary to complete the NMDS-SC? | The information is valuable to the Department of Health to provide information for inclusion in their ‘State of the Industry Report’ produced annually or bi-annually. It is also the source of information to ensure funding can be targeted. |
| What are the benefits of completing the NMDS-SC? | Various benefits to businesses:* Claiming the WDF
* Populating your annual PIR for CQC
* Use of dashboards for business planning

For more information on making the most of NMDS-SC visit: <https://www.nmds-sc-online.org.uk/content/About.aspx>  |

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| **THE CLAIMS PROCESS** | What process do I follow? | Refer to slides provided from Workshop on 26th Jan 2018. Also all information can be found on the Skills for Care Website: <http://www.skillsforcare.org.uk/Learning-development/Funding/Workforce-Development-Fund/Workforce-Development-Fund.aspx>  |
| Who should be our WDF Partner? | There are several WDF Partnerships across the country. An employer can belong to any WDF Partner, but only one at any one time. A list of Partnerships can be found on the Skills for Care website |
| Who can help me complete the paperwork? | Your Partnership should be able to help you to complete the paperwork. For Optimum employers they can email istraining@nottscc.gov.uk or contact 0115 9774288 in the first instance or 0115 9772923 for help and guidance. |
| When should I claim? | As soon as a unit has been completed to ensure that you have the best opportunity of receiving the funding. The grant is awarded for a financial year from April to March. Claims can be made for units achieved between the January of that year through to the end of March the following year – ie a 15 month period. |
| How much can I claim per employee? | There is a maximum of 60 credits that can be claimed in any one year (£900 per employee) |
| Can I claim for apprentices and employees who have been received fully funded training? | Yes this is not counted as double funding because although the tuition fees will have been paid for Skills for Care recognises that there are added costs relating to backfill of the post whilst the employee is in a learning situation and other potential costs relating to learning resources and on the job training. |
| Will I be guaranteed to receive the full amount of my claim? | The Workforce Development Fund is not a guaranteed payment. The pot is limited and Optimum are required to disseminate it as widely as possible to as many different employers as possible whilst meeting the milestones set.The Workforce Development Fund should be viewed as a ‘contribution’ to the employers learning and development budget. Social Care is the only sector that receives funding in this way and is informed by the information received through NMDS-SC. |

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| **LEARNING PROVIDERS** | The internal verification and signatures provided by the Learning Provider is difficult to get hold of. What can I do or should I expect? | It is important to make Learning Providers aware of WDF and what you need from them. You can obtain information on guidance for learning providers from or direct them to: <http://www.skillsforcare.org.uk/Learning-development/Guidance-for-learning-providers/Guidance-for-Learning-Providers.aspx>  |
| Is there any guidance on which Learning Providers I can use? | Skills for Care provide an Endorsement Framework: <http://www.skillsforcare.org.uk/Learning-development/Endorsement-framework/Endorsement-framework.aspx> Another good way is to talk to other care providers in your area |
| A learning provider has told me that I do not need to pay for the courses they deliver because theses will be covered by the WDF. Is this the case? | It is important that care providers own their submissions. It is true that learning providers are required to complete the internal verification information on the forms, but the care provider should complete the Employers Submission declaration form and send to istraining@nottscc.gov.uk  |
| What learning resources are provided by Optimum? | Optimum work with a range of learning providers, but do not recommend or endorse any. Some learning providers offer discounts to Optimum members on some courses, which are offered as membership benefits. There providers include: SCILS, ACCTV and Tempest Management Training |
| How will the new apprenticeship standards affect the way I work with Learning Providers? | More information on the apprenticeship standards and levy can be found at: <http://www.skillsforcare.org.uk/Learning-development/Apprenticeships/Apprenticeships.aspx>  |