

**HOW TO APPLY FOR SKILLS
FOR CARE TSI AND NATIONAL
TRAINING STRATEGY GRANT
FUNDING**

2008/2009

Skills for Care
Derbyshire Employer Engagement Group

This pack is intended to help you, as a Social Care Provider apply for funding to assist in getting your staff qualified in accordance with the National Training Strategy and National Minimum Standards for Care.

WHAT IS AVAILABLE?

You (the employer) will be able to claim £73 for each unit that you, or a member of your staff achieves for any of the following.

Common Induction Standards	1 unit
LDQ Induction	1 unit
L2 Care	1-6 units
L3 Care	1-8 units
L4 Care	1-8 units
Assessor	1 unit
Internal Verifier	1 unit
L4 RM (Adult Care)	1-10 units

* Please see enclosed complete list of eligible units. *

At present we are not putting a limit on the number of units claimed for each employee by the employer **BUT** please note, if there is high demand we may have to limit claims **AND** as you can claim for each unit/s achieved it may be better to claim earlier, rather than risk funds getting low later in the year.

THE RULES

As an employer you :

1. **Can apply for £73 funding for any of the units** on the enclosed list, either for your staff or for yourself.
2. **Can submit claims for units assessed as far back as 1st January 2008.** If we receive any NTS money this year, and we have heard nothing yet, then it may be targeted at different training this year. We will contact you as soon as we hear about any money coming our way.
3. **Cannot be double funded.** e.g. claim funding for the same units from two different sources.
4. **Can claim in any pattern,** i.e. after 1 unit, 2 units, up to complete awards.

5. **May find we have to trim down claims** to make sure that funding is distributed to as many social care services as possible.
6. **Should claim sooner rather than later** if you have units that have been achieved since 1st January. You can go on to make further claims but it helps to ensure that you don't risk waiting for a larger number of units to be achieved, only to find funds have been used up.
7. **May not submit a BLOCK claim.** Each claim is made for the individual candidate and the unit/s they have achieved. The Derbyshire Skills for Care, Employer Engagement Group is committed to ensuring small services benefit as well as the larger organisations. Therefore we will only be able to accept claims which total **less than 50 units at one time.**
8. **Must have completed the National Minimum Data Set, Employers section, and have given ARC your unique number before your claims can be processed. If you completed the NMDS before 1st April 08 you must have fully updated your data which will be monitored by SfC. They will then update our records and we will be able to process your claims.**

SOME EXAMPLES

(Example A)

XYZ Home Care Service have four members of staff undertaking L2 Care. Two are fully funded by the Learning & Skills Council, so cannot be claimed for. The other two have completed five units of their award and three of these units were completed since 1st January 2008. XYZ Home Care Services can claim for these three units in respect of each of those candidates, £219 per candidate. If either or both go on to achieve further units AND funds are still available, then they can claim again later for those further units.

(Example B)

ABC Care Home has one new member of staff who has just completed Induction and the Manager has completed four units from their Registered Managers Award. ABC Care Home can claim £73 for the completed Induction and 4 x £73 (£292) for the Registered Managers Award units completed.

DOCUMENTS NEEDED TO MAKE A CLAIM

For claims to be accepted they must have ALL of the following detail for each candidate.

- **The sign-off forms for the unit/s completed (unit summary sheet)**
- **The declaration that claims have not been submitted elsewhere for those units. (this can be found at the bottom of the claim form)**

Examples of what must be included are given at the back of this pack.

Any gaps will only slow down the process as the claim will have to come back to you. You then run the risk of funds being used up whilst you complete and return.

PLEASE NOTE: LAST YEAR SOME 1 IN 5 CLAIMS HAD TO BE RETURNED BECAUSE INFORMATION WAS MISSING.

HOW DO WE APPLY

The application process remains straightforward this year.

You have to send in the sign-off sheets (unit summary sheets) for the unit/s you are claiming, together with the claim form with the declaration that you are not claiming any other funding for the same unit/s. Provided we have your NMDS number **and you have updated your information since 1st April 2008**, there are funds still available and all information is correct then we will add your units to the electronic claim form and submit it to Skills for Care. When we receive payment for the claim we will forward the money for your units to you (payable via BACS).

At the back of this pack is a set of the paperwork that you will need to send us. Please remember, if it is not completed in **FULL** it will have to be returned to you and that will only delay your claim. **Please photocopy the claim forms for your own use.**

In addition to this pack, there is also a dedicated phone number below which you can call if you need some guidance or help.

01332 265971

Contact

Amanda Ashworth/Michele Humphries
Skills for Care East Midlands
Marlborough House
Charnwood Street
Derby
DE1 2GT

EXAMPLE FORMS

Please remember, if the detail is not complete it will delay your claim.

We cannot pay unless we have your NMDS number and all the relevant information on the claim forms.

IN THIS PART OF THE PACK YOU WILL FIND:

- An example unit summary sheet
- Skills for Care Induction ‘sign-offs’
(please copy and use for all Induction claims)
- A claim form with a funding declaration on it. **(Please copy and use for all claims other than Induction)**

YOU ARE RESPONSIBLE FOR OBTAINING ALL THE DETAIL NEEDED FOR YOUR CLAIM.

The awarding bodies require training providers to provide unit sign off documentation that must include the level of detail indicated in our example. Discuss this with your training provider when you register new staff. That way they will be clear about what you expect from them.

WE CANNOT ACT ON YOUR BEHALF.

If you encounter difficulties you must refer the matter to the appropriate Awarding Body, details of which can be obtained from your Training Provider.

EXAMPLE - Assessment Centres may have different designs of unit sign-off sheets, but they must include the detail shown

UNIT SUMMARY SHEET

Unit CL1	Promote effective communication and relationships
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Elements

CL1.1 Develop relationships with people which value them as individuals

CL1.2 Establish and maintain effective communication with people

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

	Name (BLOCK CAPITALS)	Signature	Date
Assessor	J. DEE	J Dee	15/4/08
Internal Verifier	S. VERY	<i>S Very</i>	6/5/08

I am satisfied with the way the assessment(s) was conducted and with its outcome

	Name (BLOCK CAPITALS)	Signature	Date
Candidate	A.N. Other	A Other	4/5/08
Candidate Registration No: R 123456			

Name of approved assessment centre:	XYZ Assessment Centre	Centre No ABC 123
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ALL DETAILS IN SHADED AREAS MUST BE INCLUDED

CHECKLIST

Please ensure that you are sending

- Unit sign-off sheets (unit summary sheets) matched to unit/s being claiming and/or Induction sign off form
- A claim form which includes the declaration

Please ensure

- That you have signed and dated as indicated
- ALL detail requested is complete
- That you have sent us your NMDS unique number, **and updated your information since 1st April 2008**

Please only send in your claim if ALL of the above have been done.

Failure to do so will only result in your claim being returned.

We cannot pay without all the information requested

SKILLS FOR CARE INDIVIDUAL STAFF MEMBER RECORD

The Record Sheet overleaf is for you to **copy and keep**.

The intention is that for each member of your staff who completes unit/s or awards that have been funded, you will keep this rolling record.

This can be retained for use in your workforce planning and also as a record for Inspection etc.

**Skills for Care TSI Funding and National Strategy Grant
2008/2009**

Organisation Name:.....

Staff Member Record

Staff Member Name (please print):

Registration Number	Award	Unit Number Achieved	Date Achieved	Date Claimed