

## **Aldingbourne Trust Partnership Agreement 2018/19**

1. As an Aldingbourne Trust WDF partnership member we understand that we have a responsibility to develop a Workforce Development Plan for our organisation. Figures from that Plan for the year 2018/19 have been used in the preparation of this year's bid for Skills for Care funding. Our Plan will be reviewed and updated by us as a partner as new data is collected.
2. As partnership members we will provide to the Aldingbourne Trust National Partnership as lead partner, the information that is requested by Skills for Care in an approved format in order to draw down funding monies from the partnership allocation. The Aldingbourne Trust National Partnership will support partnership members to collect and collate data in a format that will enable its use in a range of forums (e.g. future Skills for Care funding bids, Learning Disability Partnership Boards). It is necessary to maintain a financial probity and keep a clear audit trail of funding.
3. As a partner we understand that funding claims for an establishment can only be made through one WDF partnership at any time. If we want to change partnerships we will resign from our existing partnership and complete a member's declaration form for the new partnership. Skills for Care will approve or decline the request. We will notify the Partnership if any of our establishments are no longer eligible to claim WDF.
4. As a partner we understand we cannot claim any funding until we have completed/updated the organisational section of the National Minimum Data Set (NMDS-SC) for Social Care and 90% of our Employee Records from 1<sup>st</sup> April 2018. We confirm that the account data will be an accurate reflection of our service(s) and workforce. It is necessary to be an **adult social care employer in England** and we are only able to claim for staff and/or volunteers working within this organisation, for which we have directly incurred costs for the specified learning, before we make a claim for funding. We will regularly update our NMDS-SC records.
5. We understand, as a partner, that in order to claim funds from Skills for Care it is necessary to provide evidence of having achieved certification for a completed QCF qualification, an RQF qualification or approved learning programme. We understand that during the 2018/19 funding year there is a maximum amount of up to £1,200 per learner that can be claimed. Claims submitted over this limit will be rejected by Skills for Care. I understand that the amount of funding available to my organisation is limited, and that not all qualifications are eligible for WDF.
6. As a partner we confirm that we have not sought funding for our learners from any other Skills for Care project, or any other funding stream and that they are for **ADULT CARE** qualifications. We confirm that we have read and will comply with the rules governing claiming WDF alongside Apprenticeship funding. We understand that funding claims are a contribution towards the costs 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 or less than the total cost incurred in achieving the learning (i.e. no profit must be made from these funds). We understand that if this should occur, funding will be withdrawn and any payments already made will have to be reimbursed.

All claims must be submitted in accordance with the Skills for Care Evidence criteria and accompanied by an **Aldingbourne Trust National Partnership Claim Form**.

### **All claims must:**

- Be for ADULT Social care employees only
- Have been achieved in the funding year 1<sup>st</sup> January 2018 to 31<sup>st</sup> March 2019.
- If applicable, unit certificates must show the unit code number required (e.g. HSC 25/LD 503) and the unit title being claimed in according with Skills for Care requirements
- Not be 'double funded'

- Funding claims must not be more than the total cost of the training (i.e. no profit must be made from these funds).

As a member of the partnership we understand that we will receive no money unless we can show evidence of qualification achievement. If any funding is claimed by an organisation that is not eligible it will be necessary to repay the value of the claims in full to Skills for Care.

**Evidence required:**

**QCF:**

Aldingbourne Trust National Partnership claim form plus unit and final certificate from the awarding organisation – with the Candidate name, registration number and ULN. Unit code, unit title, date of achievement, Awarding Organisation and Training Provider.

**RQF qualifications and approved learning programmes** are also funded on completion. The same evidence criteria as for QCF are required, but only the final certificate is needed to submit a claim, no unit certificates are needed.

We confirm that the evidence submitted is accurate and reliable and a copy has been retained on file.

**As lead partner Aldingbourne Trust agrees to keep all partners informed of the grant disbursement progress and we will communicate regular updates via email throughout the funding year.**

As a partner we understand that this is a retrospective funding stream and all costs will have been incurred prior to reclaiming a contribution towards these costs from WDF.

As a partner we agree to provide details of the training providers we will use.

As a partner we agree to operate in accordance with equal opportunities and anti discriminatory practices.

**We agree we will maintain records of each candidate’s employment and any costs associated in the provision of the training we have claimed for.** This is in readiness for any sampling of partnerships that Skills for Care, the Department of Health, or body acting on their behalf may undertake. **As a partner we will keep, and allow access to, records of claims and payments for 6 years from the last payment.**

**We agree to participate in an evaluation of WDF or any other evaluations undertaken on behalf of Skills for Care, if required.**

*I agree that I am only a member of the Aldingbourne Trust Workforce Development Funding Partnership. I also agree to keep Aldingbourne Trust Partnership updated with any changes relating to our membership, eg. Changes to nominated contact details.*

Signature ..... (not typed) .....Date .....

Print Name .....

Position .....

Organisation’s Registered Name .....

Your Organisation’s NMDS-SC ID .....

Name of Training Provider/s .....

Are there any changes from your 2017/2018 Partnership information?  Yes  No

If ‘Yes’ please email [rachelswantonf@aldingbourne.org](mailto:rachelswantonf@aldingbourne.org) with details of these changes.