

1) What are you claiming for?

- NVQ's – **go to section 2**
- Diplomas (QCF credits) - **go to section 3**
- Common Induction Standards – **go to section 4**
- Any other qualification related to your social care provision – **go to section 5**

Please note:

To receive funding you must have completed/updated your **NMDS-SC since 1st April 2011**. This will however need to be updated again from April 2012 to be eligible in 2012/2013. If you need assistance with this please contact the Care Focus team on 01823 461876 to arrange a meeting, or call the NMDS helpline on 0845 8730129

You also need to have completed a partnership form. Note this only needs to ever be done once. If you are unsure whether this has been done before, just ask us. This form can be found on our website funding page.

The qualification that you are claiming for must have been signed off since January 2011.

A list of eligible NVQ and QCF units can be downloaded from our website.

All qualifications must be accredited by an awarding body

Claims will take approximately 10 weeks to be paid.

All claims can be emailed to enquiries@carefocussomerset.org or posted to us at

Care Focus Somerset, Suite 4, The Courtyard, Higher Comeytrove Farm, Taunton. TA4 1EQ

2) Claiming for NVQ's



This funding comes from the WDF, which is through Skills for Care and you get £68 per unit.

You need to send us:

- WDF Application Form – this is the cover sheet. You complete one sheet, and list everyone you are claiming for.
- We then need to see each unit, signed off and individually dated by the assessor and the internal verifier. You should be able to obtain this from your training provider or online print outs can also be accepted too if this is how your NVQ was completed. Please ask us if you are unsure as it is easier to get it right first time and will avoid delays in your claim.

3) Claiming for QCF credits/ diplomas

This funding comes from the WDF, which is through Skills for Care and you get £8.50 per *credit*.

You need to send us:

- WDF Application Form – this is the cover sheet. You complete one sheet, and list everyone you are claiming for.
- We then need to see each unit, signed off and individually dated by the assessor and the internal verifier. You should be able to obtain this from your training provider or online print outs can also be accepted too if this is how your qualification was completed. Please ask us if you are unsure as it is easier to get it right first time and will avoid delays in your claim.



4) Common Induction Standards

To claim from £85 per person from NTS you need to send us:

- NTS Application Form - this is the cover sheet with the Care Focus logo on it. You complete one sheet, and list everyone you are claiming for.
- The certificate from the Common Induction Standards log book

5) Other qualifications

If you have any other qualifications that you would like support with funding, this can be applied for through NTS funding. Please note this training must benefit your employees by directly impacting upon the quality of service that you provide (e.g. Care of medicines). NTS is match funding (50%) and you can claim for up to £1000 overall in the funding year 2011/12, per establishment.

In the first instance, please submit an NTS grant request form. You will then be informed if your request has been approved or denied.

Should your application be approved, please then complete an NTS Application form and submit this along with a certificate for each person you are claiming funding for and a receipt or invoice showing the cost of your training. Please note that we cannot fund in house training.

If you are claiming for First Aid, Food Hygiene or Moving & Handling of people, you do not need to submit a grant request form but can straight away submit your application with supporting evidence. Please note that for Moving & Handling we also need to see a copy of the trainer's CV and details of the course outcomes or assessment criteria.

All funding is subject to terms and conditions. No funding can be guaranteed and is subject to the correct documentation being received and units/credits being available.