

# FACT SHEET

▶ **Training & Qualification Funding:  
LDSS Explained**

▶ **Workforce Data Set: ASC-WDS  
Made Simple**

Helping Employers Unlock Funded Training for Care Staff





# 1. What is the Learning and Development Support Scheme (LDSS)?

The **LDSS** is a government-backed initiative designed to support adult social care employers in England with the cost of training and qualifications for their non-regulated staff.



# 2. What is ASC-WDS?

The Adult Social Care Workforce Data Set (ASC-WDS) is a free, secure online system managed by Skills for Care. It allows care employers to:



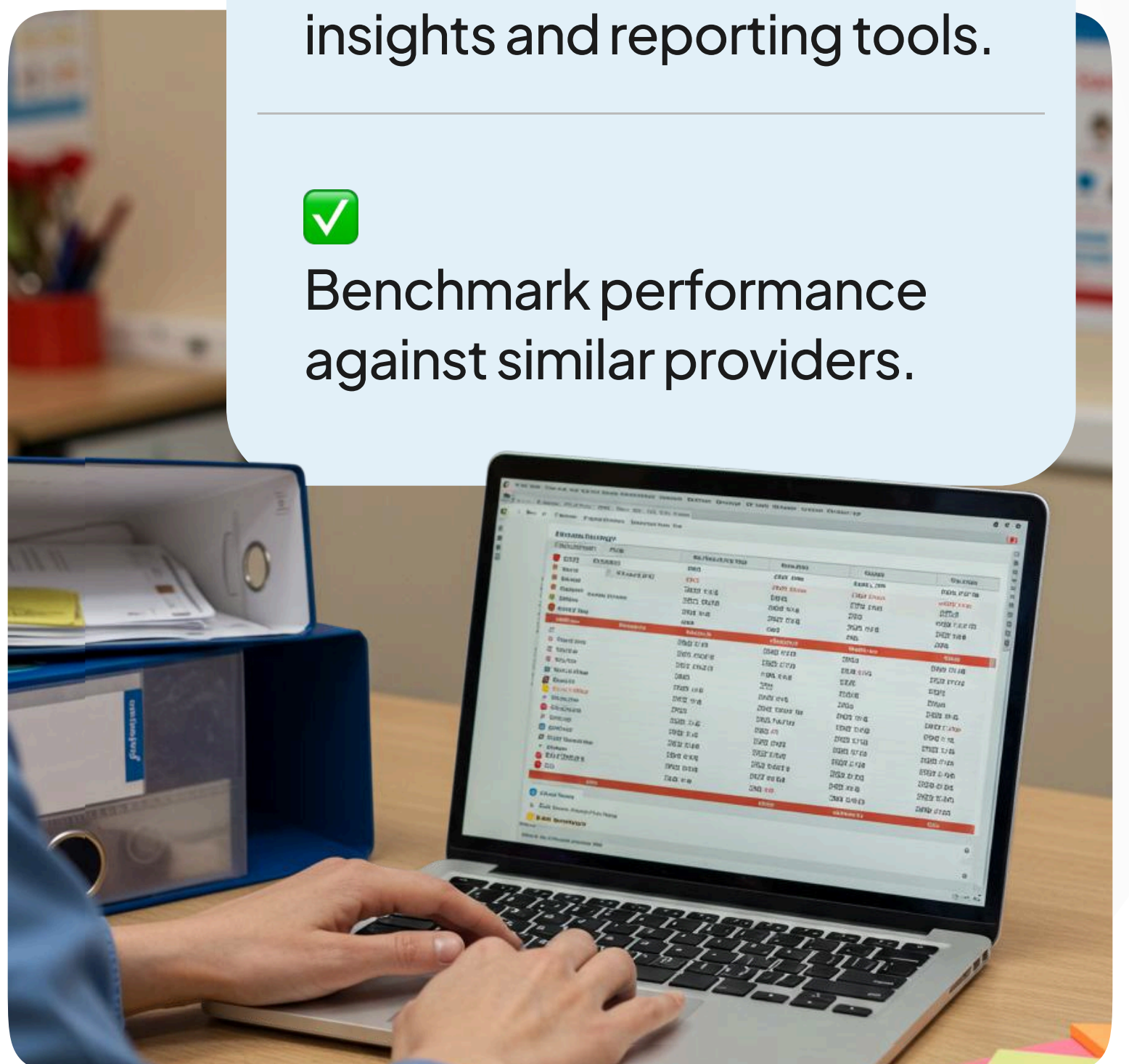
Record staff details, qualifications, training, and job roles.



Receive tailored workforce insights and reporting tools.



Benchmark performance against similar providers.







### **Important!**

Employers must maintain an up-to-date ASC-WDS account to be eligible for LDSS funding.

## Employer Benefits:

- Claim back money spent on eligible training courses and qualifications.
- Improve skills across your workforce.
- Gain access to reports to support workforce planning.
- Benchmark your data against similar providers.
- Boost quality ratings by showing investment in staff development.

## Why ASC-WDS Matters

Maintaining an up-to-date ASC-WDS account is crucial for several reasons:

- **Access to Funding:** An up-to-date ASC-WDS account is a prerequisite for accessing the Learning and Development Support Scheme (LDSS) and the Workforce Development Fund (WDF). These funds reimburse costs for staff training and qualifications.
- **Workforce Planning:** ASC-WDS provides insights into your workforce, helping in strategic planning and identifying training needs.
- **Benchmarking:** Compare your organization's data with similar providers to understand your position in the sector.
- **CQC Compliance:** Sharing data with the Care Quality Commission (CQC) can support inspection processes and demonstrate commitment to quality care. [skillsforcare.org.uk](https://skillsforcare.org.uk)
- **Policy Influence:** Your data contributes to national statistics, influencing government decisions and policies in adult social care.



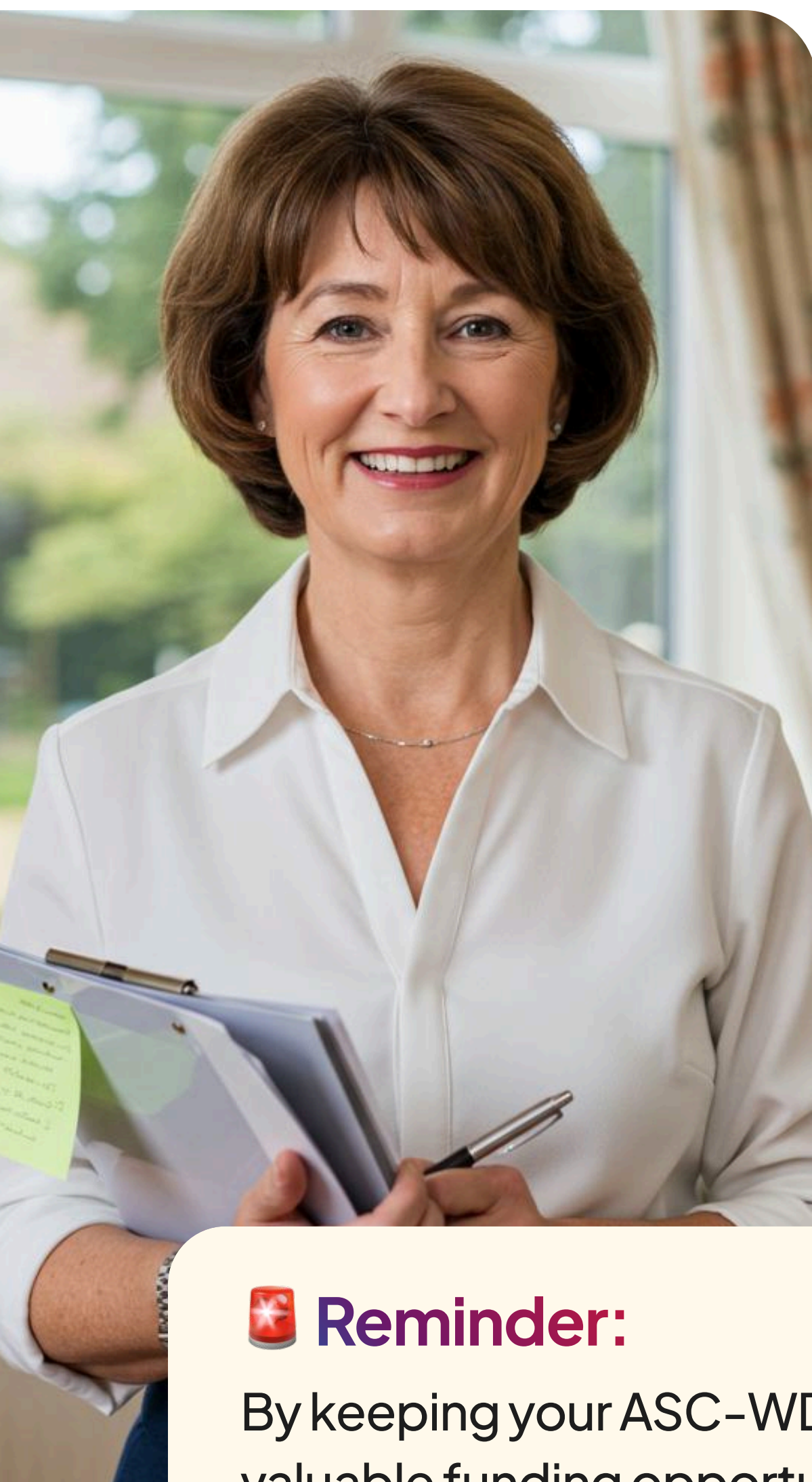




# Getting Started with ASC-WDS

Setting up and maintaining your ASC-WDS account is straightforward:

- **Create an Account:** Visit the [Skills for Care website](#) and register your organization.
- **Add Workplace Details:** Input basic information about your service, including CQC registration details if applicable. [skillsforcare.org.uk](#)
- **Enter Staff Records:** Add details for each staff member, including roles, qualifications, and training records.
- **Regular Updates:** Keep the data current by updating staff records regularly, especially when there are changes in employment or training.



## Tips for Maintaining Your ASC-WDS Account

- **Set Reminders:** Schedule regular intervals (e.g., quarterly) to review and update your ASC-WDS data.
- **Assign Responsibility:** Designate a team member to manage the ASC-WDS account, ensuring accountability.
- **Utilize Support:** If you encounter issues, contact Skills for Care support at 0113 241 0969 or email [ascwds-support@skillsforcare.org.uk](mailto:ascwds-support@skillsforcare.org.uk). [skillsforcare.org.uk+1](#)

### **Reminder:**

By keeping your ASC-WDS account up to date, you not only unlock access to valuable funding opportunities like LDSS but also position your organization for strategic growth and compliance in the adult social care sector.







### 3. What training is eligible?

#### The funding covers:

- Specific Skills for Care-approved qualifications, such as:



- Short courses relevant to adult social care (e.g. Certificate in Understanding Mental Health/ Autism and CPD Management courses).

#### Reimbursement example:

- Up to £835 for a Level 3 Diploma
- Up to £1,565 for a Level 5 Diploma (*Subject to eligibility and funding cap*)

LDSS can be used to fund over 150 courses and qualifications – [Click here to see the full list of eligible courses and qualifications](#)

### 4. Who is eligible?

#### To access LDSS funding, employers must:

- Be based in England
- Employ staff who have UK National Insurance Number (Overseas workers included)
- Have a fully updated ASC-WDS account
- Use a quality-assured, government-recommended training provider – [like Access Skills](#)
- Submit training claims within 3 months of course completion







## 5. How to apply for funding:

A quick 4-step process:



STEP 1

**Register and update ASC-WDS**  
Add all staff, job roles, and training details

STEP 2

**Choose eligible training**  
Find courses and qualifications on the Skills for Care website

STEP 3

**Deliver the training**  
Enrol staff and keep evidence of completion

STEP 4

**Claim reimbursement**  
Submit your claim online through LDSS channels

Quality  
Assured  
Care Learning



Government Recommended  
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Access Skills is recognised by Skills for Care as a recommended provider for quality-assured adult social care training 🏆

## 6.



## How Access Skills helps

We're an LDSS-eligible training provider and can support you with:

- Free guidance on ASC-WDS registration and updates
- Help choosing training that maximises your funding
- Timely reminders and support with your claims

🎯 We make the process fast, simple, and stress-free.







## 7. What evidence is required to submit claims?

- ✓ Employer ASC Account Number
- ✓ Training Provider Name and Address
- ✓ Name of Employee
- ✓ Employee National Insurance Number
- ✓ Receipted invoice to demonstrate proof of payment
- ✓ Course Start Date
- ✓ Qualification Name, Course Code and Awarding Body Organisation
- ✓ Confirm Amount Paid and Date of when payment made
- ✓ A copy of the learner's certificate as evidence of course completion for 40% claim

## 8. What happens if your claims are rejected?

If your claims are denied, you will find a rejection note in the Rejected Claim section on the digital portal that explains why it was rejected. You will have the opportunity to re-submit with additional evidence.



## 9. What happens if your employee leaves after you have claimed the 60% and moves to work for another care employer?

When an employee leaves a company mid-qualification, the original employer will not be able to claim the 40% reimbursement upon completion. The new employer is not entitled to claim the 40% either.

## 10. Who can you call if you need help using the digital online claims portal?

If you have any further questions, kindly contact us – 0121 510 2169. Queries about LDSS digital online claims service please contact NHS Business Services Authority by emailing [asclearninganddevelopmentsupport@nhsbsa.nhs.uk](mailto:asclearninganddevelopmentsupport@nhsbsa.nhs.uk) or phoning 0300 330 0522, where there is a dedicated team who can assist you.

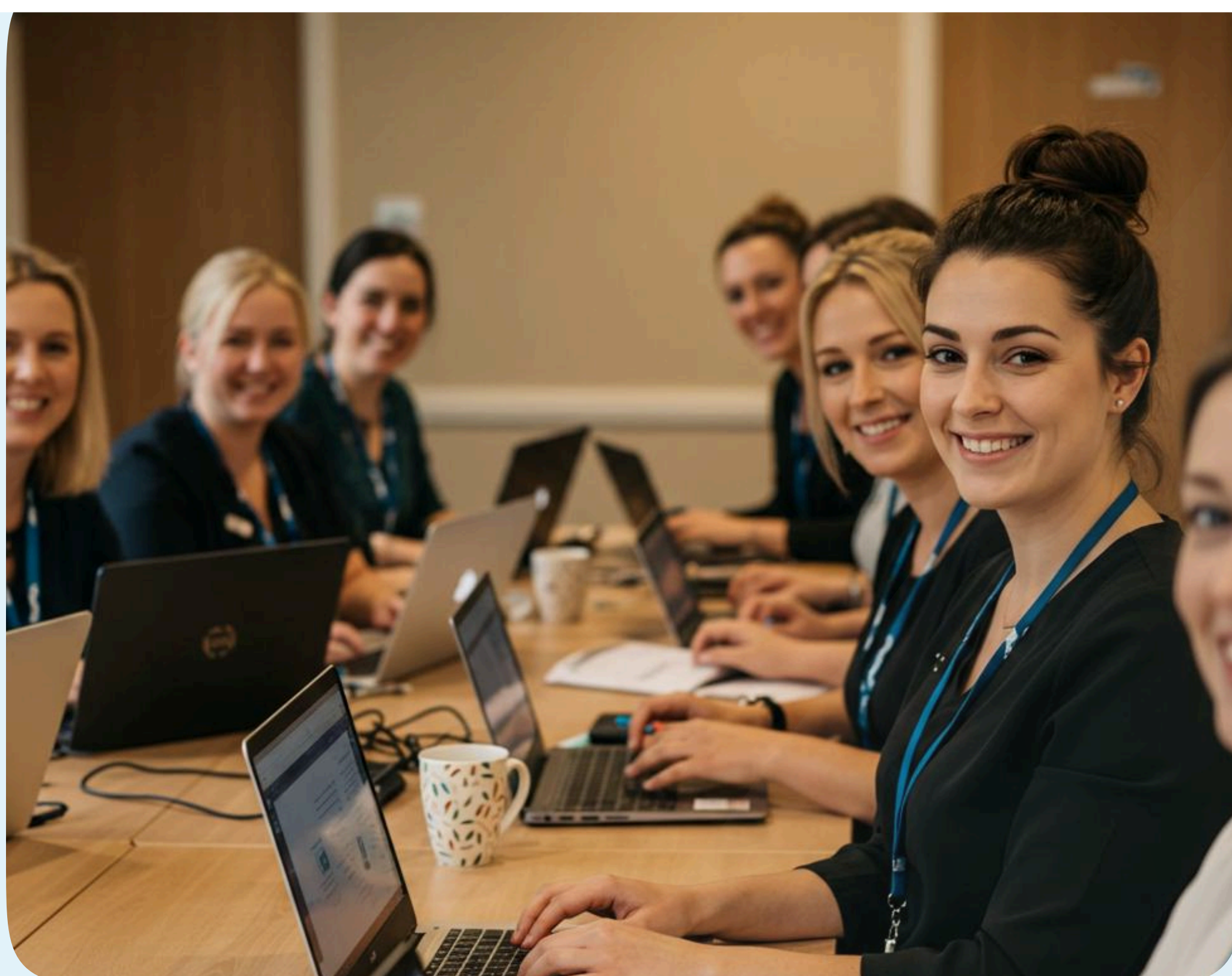






## USEFUL LINKS:

- Register or update ASC-WDS: [skillsforcare.org.uk/ascwds](https://skillsforcare.org.uk/ascwds)
- Check LDSS eligibility & training list: [gov.uk](https://gov.uk) – LDSS guidance
- Training & funding info from Access Skills: [accessskills.co.uk/funding](https://accessskills.co.uk/funding)





# About Us



# Health & Social Care Training Courses



## Diplomas Include

- Level 2, 3, and 4 Diplomas in Health and Social Care
- Level 3 Specialist Qualifications in Dementia, End of Life Care, Mental Health, and Autism
- Level 3 Diploma for Residential Childcare
- Level 5 Diploma in Leadership & Management for Health and Social Care
- Level 5 Diploma in Leadership & Management for Residential Childcare

## Funding Available

- Employers: Learning Development Support Scheme (LDSS) Fund
- Individuals: Easy installment plans

## Online CPD E-Learning Courses

- Stay current with industry best practices through our flexible, online learning options.

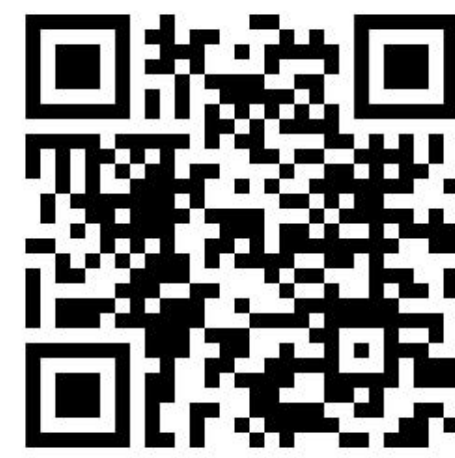
## Essential Training

- New Level 2 Care Certificate Qualification
- Rapid Care Training Certificate – Comprehensive onboarding and refresher training for new and current staff, designed for fast, effective upskilling
- Refresher Training – Core mandatory training for current staff
- Volunteer Programme – Ideal for new entrants to the Care Sector

## Skills For Care (CPD) Programmes

- Performance Management
- Lead to Succeed
- Managing Change
- Managing Yourself





## Who we are

- Sector-leading Health and Social Care training provider.
- Nationwide support for organisations, employers, and learners gaining qualifications.
- Funded and bespoke training for experienced staff and new sector entrants.
- Flexible, engaging learning with sector specialist tutors.

## Our Accreditations and Partnerships



### How it works:

- ▶ 100% Flexible Remote: 1-to-1 tutor support with workplace observations
- ▶ Tutor-Led Sessions: Live and recorded webinars and workshops
- ▶ Tailored Learning: Job-specific activities with supporting resources
- ▶ Exclusive QCS Access: Learner access to essential QCS policies and toolkits
- ▶ 24/7 Learner Portal: Track progress and access resources anytime

