

Frequently Asked Questions

What is TSIF?

Training Strategy Implementation [TSI] fund is an amount of money provided on an annual basis by the Department of Health for Skills for Care to use to support employers (including those who employ their own support staff) with workforce development. In general the funds are 'Modernising the Social Care Workforce' 2000 and the National Minimum Standards. The Skills for Care Board has determined that in this funding round we will provide support funding for social care providers to enable their workforce to achieve 'units of competence'. This means units from NVQs or Induction of staff new to social care. Used in this way TSI will contribute to employers task of building the skill base of their organisation. Funds are contributions to the cost of learning and assessment and are managed through contracts with employer led partnerships. The contracts use achievement of NVQs, common induction standards and other qualifications and training relevant to the adult social care sector as the measures for payment. Contracts are agreed for a set number of units to be achieved through the year with milestones at set points.

Has the Redbridge Learning Collaborative accessed this funding before?

Yes, we have received this funding for the past 6 years. The London Borough of Redbridge is the lead organisation and coordinates the contract on behalf of the Redbridge Learning Collaborative. Jackie Whatley is the contact person for this funding.

What period and learning does the funding cover?

The funding covers selected NVQ units (please see attached list of NVQ accepted), Common Induction Standards and Learning Disability Qualification – Induction achieved within January 2010 and March 2011.

When can I claim the funding?

You can claim the funding only when you submitted the required evidence of achievement to your lead organisation (the London Borough of Redbridge). Therefore the money is only paid after the achievement/learning has taken place. You can only claim if you have a NMDS-SC reference number and your NMDS information has been updated on the national database from 1st April 2010. For more information regarding NMDS, please see NMDS leaflet.

How do I claim?

After you have submitted your evidence to the Lead Organisation and once Skills for Care have accepted the evidence (can take approximately two months after submission), the Lead organisation will inform you of the acceptance. You then will be asked to invoice the Lead Organisation.

What is the evidence I need to collect and submit to the lead organisation?

Common Induction Standard (CIS), Manager Induction Standards and Learning Disability Qualification (LDQ)

Skills for Care form – signed and dated by candidate and manager and containing candidates National Insurance Number. (National Insurance numbers will only be used to identify double funding.)

Health and Social Care NVQs:

Unit summary sheet from the assessment centre, awarding body with the Candidate registration number, unit code, unit title, signed and dated by the assessor and internal verifier. We also accept internal verification progress reports or equivalent that must

contain candidate name, candidate registration number, assessor & verifier signature, completion date, NVQ short code achieved.

First Aid, Food Hygiene and Moving and Handling:

- A valid Learner Certificate
- Evidence that shows the course is validated by an awarding or official recognising body. This should be in the form of documentation issued from the awarding or official recognising body to the training provider stating that they are approved to deliver that particular course (if not clearly demonstrated on the Learner Certificate)
- The Skills for Care claim form fully completed

Moving & Handling of People

For Moving and Handling of *people* we are aware that there is not an identifiable external awarding body. As a result we will accept the following:

- Either the CV or qualifications demonstrating the trainer's ability to train in this subject
Documents detailing the learning outcomes and/or assessment criteria

English for Speakers of Other Languages (ESOL) for Work

Evidence requirements will be made available to successful partnerships

When must this evidence be submitted?

Skills for Care developed milestones throughout the funding period. As the lead partner will have to compile all the evidence received from the partners the deadline of submission to meet these milestones are earlier than the milestone deadlines from Skills for Care.

For the Redbridge Learning Collaborative TSIF partnership these are the following deadlines:

- MILESTONE 1: **10%** of the total unit allocation is due by **17th September 2010**
- MILESTONE 2: **30%** of the total unit allocation is due by **19th November 2010**
- MILESTONE 3: **65%** of the total unit allocation is due by **21st January 2011**
- MILESTONE 4: The final milestone, **100%** of the allocated units should be dated no later than **4th March 2011**

How can I be part of the TSI Funding Partnership in Redbridge?

You will have to be a member of the Redbridge Learning Collaborative. To find out more please contact Terry Cocklin or Jackie Whatley. Their details are below.

You will have to complete the partnership form, which will be sent to you by the lead organisation. Also the Lead Organisation will ask you to indicate the number of qualifications and training you wish to bid for. The form and bid should be received no later than **12th March 2010** any submissions received after this date will not be accepted.

The partnership form must be fully completed including the NMDS –SC reference number of your organisation/the employer of the candidates completing the qualification/training. Organisations who have not completed an NMDS-SC organisational questionnaire will

NOT be able to obtain an NMDS-SC reference number; hence will NOT be able to obtain funding until this is completed. If you do not have an NMDS-SC reference number or need help update your NMDS on line, please contact NMDS-SC help line on 0845 873 0129 or online at www.nmds-sc-online.org.uk.

Organisations have the responsibility for providing information on individuals being supported towards adult NVQ units and ensuring that the chosen Training Providers are able to provide the evidence requested by Skills for Care.

Information supplied by organisations is subject to the data protection act and will only be used for the purpose for which it is collected.

If the head office of an organisation has completed a Partnership form, care homes that come under the same organisation name will NOT need to complete a Partnership form. However, these care homes will still need to be listed in Form 2 including NMDS-SC registered address and reference number.

Once the Lead Organisation has received your form, it will submit all forms and an application to Skills for Care on your behalf.

What support do I get from the Lead Organisation?

Once the bid has been successful the lead organisation will invite you to a TSI Partnership meeting. The processes and forms will be discussed in detail during this meeting.

The Lead Organisation will send you information on a regular basis regarding your status of funding achievement and are available by phone and email on any issues you may have during the funding period.

The contact person of the Lead Organisation is:

Terry Cocklin

Workforce Planning Manager – Adult Social Services

Room 110, Ley Street House, 497–499 Ley Street, Ilford, Essex, IG2 7QX

Tel: 020 8708 5534

Fax: 020 8708 5336

terry.cocklin@redbridge.gov.uk

Jackie Whatley

Administrator

Room 109, Ley Street House, 497-499 Ley Street, Ilford, Essex IG2 7QX

Tel: 020 8708 5341

Fax: 020 8708 5336

Jackie.whatley@redbridge.gov.uk