

## Step-by-step guide to accessing LDSS funding



### 1. Check you're eligible

Make sure your organisation delivers adult social care in England, employs care staff directly, and has an **up-to-date ASC-WDS account**. Only certain courses and qualifications qualify, so double-check the list.



### 2. Know your team's training needs

Plan ahead: identify what your staff need, and pick courses or qualifications that match. Refer to the approved list to stay on track.



### 3. Get set up

The employer's Senior Responsible Officer (SRO) creates your **LDSS account** and signs the grant letter. They can also add up to nine claim submitters.



### 4. Quick onboarding call

NHSBSA will guide you in a 15-minute call to set up your claims account and show you how to submit claims easily.



### 5. Book and pay

Enroll staff in eligible courses, keep receipts and completion proof – it's your ticket to funding.



### 6. Submit claims

- **Courses:** claim within 3 months of finishing
  - **Qualifications:** claim in two steps – 60% after starting, 40% after finishing
- NHSBSA checks claims before paying.



### 7. Get reimbursed

Payments usually arrive in 2 to 6 weeks. Don't wait too long – funding runs out, so claim early.



### 8. Keep everything safe

Store proof of payments, completion, and staff participation for verification.

### Quick tips

- LDSS only covers course costs, not travel or backfill
- Non-regulated staff, CQC managers, agency staff and international recruits with UK NI numbers can claim

If you have questions or concerns regarding the timeframes to claim, or any other query relating to the LDSS, please email [asclearninganddevelopmentsupport@nhsbsa.nhs.uk](mailto:asclearninganddevelopmentsupport@nhsbsa.nhs.uk)