

## **TSI Claims Procedure 2010-11**

As a member of **decha** you will be eligible to claim back funding for any NVQ, Induction or LDQ Modules successfully completed by your team, provided the units can be found on the list of acceptable units for 2010-11, through the Training Strategy Implementation Funding (TSI).

In order to claim TSI Funding your organisation must have returned a current, signed partnership form to **decha** and the nmms-sc (National Minimum Data Set- Social Care) organisational details for your organisation must be completed through the Skills for Care nmms-sc website, which can be found at [www.nmms-sc-online.org.uk](http://www.nmms-sc-online.org.uk) . Each registered organisation will receive a unique nmms-sc reference number that must be active before submitting any TSI claims. Please note if you already have an nmms reference number and would like to submit a claim you should ensure you have updated your organisations details since the 1<sup>st</sup> April 2010 otherwise your claim will not be processed, again using the online registration process at [www.nmms-sc-online.org.uk](http://www.nmms-sc-online.org.uk). If you would like any help or advice on registering or updating your organisations details, or **if you do not have access to the internet**, please contact Jackie Eager in the **decha** team on 0191 3835582.

The list of Acceptable Units, and the Induction, LDQ and NVQ Units claims forms can be accessed and downloaded from the decha website at [www.decha.org.uk](http://www.decha.org.uk) in the Electronic Library under T, or hardcopies are available by contacting Anne on 0191 3833274.

The evidence requirements for the four learning programmes identified below are slightly different to the requirements for Induction and NVQ. You are required to provide certificates attached to the relevant Skills for Care form which should be fully completed. These will be accepted for workers trained internally as well as workers trained externally. The certificates should clearly demonstrate that the learning programme is validated by an awarding body.

- First Aid
- Moving & Handling
- Food Hygiene
- English for Speakers of Other Languages (ESOL) for Work qualification

Where a claim is made for People Moving & Handling the course outline and the trainer's CV should also be submitted. In order for us to continue to receive this funding from Skills for Care it is imperative that the **decha** members taking advantage of TSI Funding submit claims promptly and do not delay their submission. We are required to meet various milestones during the length of the contract and the minimum levels of achievement for each Milestone are as follows:

Milestone 1 is due by the end of September and 10% achievement is expected by this date.

Milestone 2 is due by the end of November and 30% achievement is expected by this date.

Milestone 3 is due by the end of January and 65% achievement is expected by this date.

Milestone 4 is the final milestone due in by the end of March and 100% achievement is expected by this date.

If you have any queries regarding TSI please do not hesitate to contact me on 0191 3835582.