

“We help to develop a workforce for personalised care”



Skills for Care resources for individual employers and personal assistants (PAs)



Skills for Care



Who we are

- Skills for Care and the National Skills Academy for Social Care are the employer-led workforce development body for adult social care in England. We offer workforce learning and development support and practical resources from day one of entry level, right through to those in senior leadership and management roles.
- Together, we work with more than 17,000 adult social care employers and other partners to develop the skills, knowledge and values of around 1.5 million workers, managers and leaders in the sector, sharing best practice to help raise quality and standards across adult social care.



Skills for Care



Our work with individual employers and PAs

Skills for Care are responsible for the implementation of the PA Framework and work with employers, PAs, User-led organisations, NHS bodies and local authorities to:

- Develop specific resources for individual employers and personal assistants
- Support PAs and employers with good employment practice
- Provide learning and development opportunities
- Better understand the PA Workforce.

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How we do this

- Skills for Care maintains a representative steering group with strong links to a wider reference group of national organisations.
- Work with specific wider stakeholders (HMRC, The Pensions Regulator, DBS and others) to solve problems and increase understanding.
- Skills for Care's area teams work closely with colleagues from statutory, private and voluntary organisations

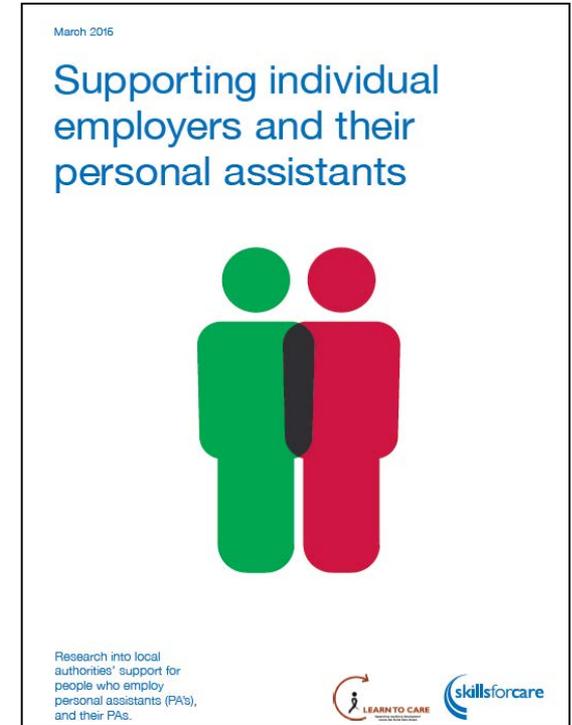


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How we do this: cont.

- Annual research into the support available to employers and PAs, and the challenges to this type of working.
- Work with support organisations (inc. ULOs) to develop resources.



Key resources



The Workforce Development Fund (WDF) for individual employers

Funding covers the cost of:

- training
- getting to and from training
- backfill or additional PA costs.

Employers can apply for funding for training for themselves or their PAs.

Here are some examples of the type of training you could use the money for:



Examples



This particular employer pays for her team of 10 PAs using a personal health budget.

The budget is managed on behalf of the employer by her son who applied to the individual employer fund on behalf of his mother for training related to the use of talking mats (a communication tool) for her PAs.

“Training is one way we can motivate PAs and give them something additional”

The training provider they found offered training in a group session which allowed the employer’s team to share ideas and talk about how best to use their training.



Examples



“I have recently started teaching a photography class where several of the students are deaf and communication can be difficult at times because I am dependent on another individual to translate, who is not always present in the class.

My PA will benefit by acquiring a new skill, enabling him to support me better, and also useful in other caring situations.”

This employer receives a direct payment and access to work funding and employs nine PAs.

We funded one PA to complete a Level 1 British Sign Language course so that it could allow the employer to work more effectively.

Examples



Supported by her mum, this employer who received a personal health budget wanted five of her PAs to attend

- Microsoft Excel starter training
- Problem solving in the workplace
- Communication skills
- First Aid at Work.

Training is still taking place, but members of the PA team have already completed their first training session on Excel.

“I cannot tell you how many hours of work this has saved We have been doing all our cleaning rotas 12 weeks at a time, a very laborious boring job; one simple tip has halved the time we spend on it”.



Examples



People who use their own funds to pay their PAs can also apply for funding.

One such applicant requested funding for their personal assistant to complete their level 3 diploma in health and social care.

Another who employed three PAs requested funding so that two could do a Passenger Transport Assistants Training Scheme (PATs) course.

The PATs course “would allow me to continue with my activities instead of potentially suspending them at times when my primary driver is unavailable”.

Training providers



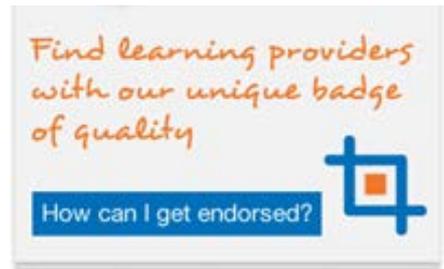
Where to find them

Skills for Care doesn't deliver any training directly

Skills for Care Endorsement Framework

Choosing workforce learning and top 10 tips

Local support organisations, colleges training providers



- *Choosing workforce learning in adult social care*



10 top tips



How to apply



Guidance and application form

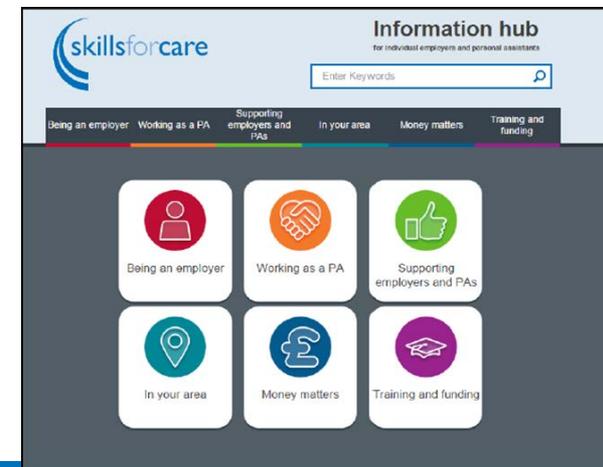
Website www.skillsforcare.org.uk/individualemployerfunding

Email funding@skillsforcare.org.uk

Tel 0113 241 1275

For further general information go to the information hub for individual employers and PAs

www.skillsforcare.org.uk/iepahub



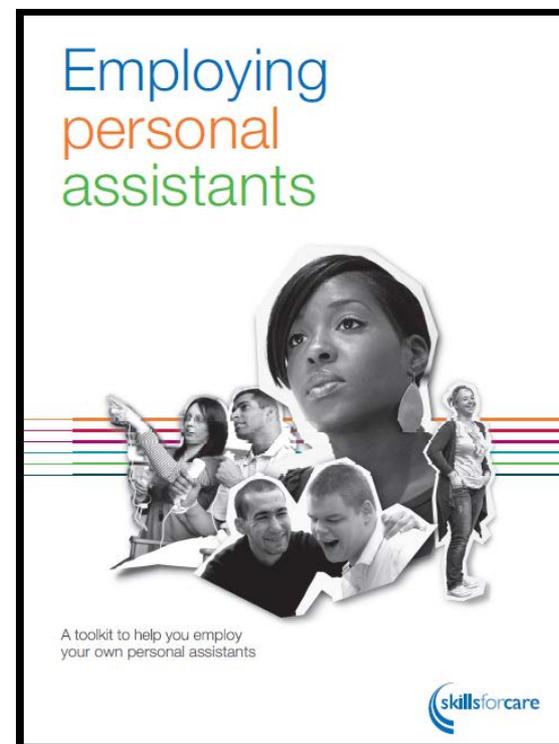
Key resources



The 'Employing a personal assistant' toolkit

Refreshed in partnership with people who need care and support, ULOs and PHB holders the toolkit has six sections:

1. Benefits of employing a PA
2. Recruitment
3. Induction
4. Managing a PA
5. Training and qualifications
6. Sorting out problems



Key resources



Case studies

- Video case studies with individual employers talking about the value of good recruitment, training and management for PAs are available at: <http://learnfromothers.skillsforcare.org.uk/Result>

Being a personal assistant (PA)

For new or experienced PAs this guide:

- Introduces the role of the PA
- Outlines what PAs should expect in employment
- Tackles FAQs
- Provides information about the types of support available to PAs.



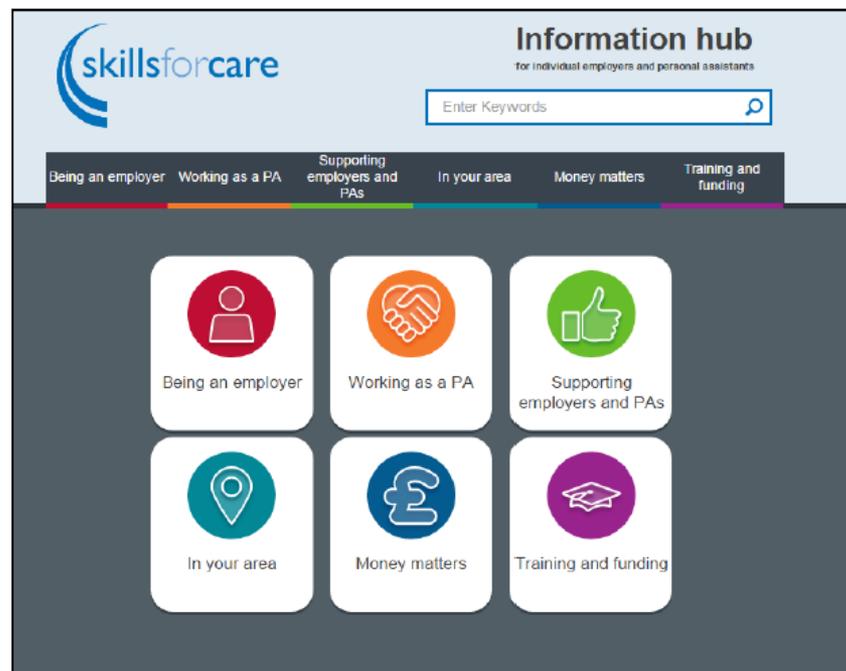
Key resources



The information hub for individual employers, PAs and the people who support them

- Information from organisations across health and social care
- Details of support organisations across England
- The place to find electronic copies of our toolkits and case studies

www.skillsforcare.org.uk/iepahub



Key resources



Resources for the whole social care workforce

- Careers in care
- Recruitment and retention
- Learning and development
- Leadership and management
- Standards and legislation
- Specific topics
- www.skillsforcare.org.uk



Contact details:

pa.framework@skillsforcare.org.uk

Tel: 0113 245 1716 for copies of the PA toolkit

Skills for Care's Area Officers can put you in contact with user-led and support organisations, as well as local networks and forums.

