

Who is this leaflet for?

If you employ a personal assistant (PA) using direct payments, a personal care budget, your own money or other means then this leaflet is for you. You may not think of yourself as an employer, but that's exactly what you are.



How we can help you

Skills for Care has a range of resources to help make your role as an employer easier to understand and to help you support your PA with training and development. This leaflet includes an overview of these resources and is split into the following sections:

1. Being a manager
2. Employing a personal assistant
3. Training for you and your PA
4. Apprenticeships for PAs
5. Sharing your experience
6. Recording your information

Being a manager

The following guides will help you think about how you manage and train your personal assistant(s).

An interactive guide for individual employers: 'supporting your personal assistant to gain the skills they need' – this online guide is designed to help you think about training for your personal assistant(s). It is useful whether you already employ a PA or are thinking about employing a PA for the first time and is split into the following three sections:

- **'Getting started'** – covers what to think about when you recruit a PA, including induction.
- **'Developing me and my PA'** – looks at how you and your PA can develop your skills. It also gives examples of training that might be useful.
- **'Further information'** – identifies what funding is available to help you train your PA, where you can find training and lists other organisations who are there to help you.

The online guide is available at www.skillsforcare.org.uk/individualemployers or as an audio/visual DVD. An Easy Read version of the guide is also available.

Inducting your personal assistant – to support the common induction standards, Skills for Care has written a guide to help you structure and carry out an induction with your PA.

You can access the guides listed above by visiting our website www.skillsforcare.org.uk/individualemployers. Paper copies are available by emailing marketing@skillsforcare.org.uk, calling **0113 245 1716** or filling in the attached reply card.

Employing a personal assistant

The Employing personal assistants toolkit will guide you through the process of employing a personal assistant, what to do when they are working for you, as well as helping you to understand what's involved in being an employer and your legal obligations.

The toolkit includes helpful templates, advice and details of more support.

You can access the toolkit by visiting our website www.skillsforcare.org.uk/individualemployers and clicking on the heading **'Employing personal assistants'**.

Paper copies and an audio/visual version of the toolkit is available by emailing marketing@skillsforcare.org.uk, calling **0113 245 1716** or filling in the attached reply card.

The toolkit is broken into six sections and talks about:



1. The benefits of employing a PA introduces the toolkit and who it is for.



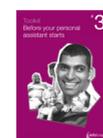
4. Managing your personal assistant is all about day to day management and supervision.



2. Recruiting a personal assistant looks at the key tasks in the recruitment process including job descriptions, interviewing and carrying out Disclosure and Barring Service (DBS) checks.



5. Training and qualifications details the importance of training.



3. Before your personal assistant starts considers the things to think about like contracts, pay and pensions.



6. Sorting out problems helps you to plan for how to deal with any problems which might come up.



"I can choose who I employ and what times and days they work."

Training for you and your PA

The right training develops you as an employer and grows the knowledge and skills of your PA. An interactive guide to help you think about what training you and your personal assistant need and where to find it is available on our website www.skillsforcare.org.uk/individualemployers and click on the heading **'Training and developing your personal assistant'**.

Did you know...

money is available to pay for training for you and your PA. You can apply for a grant to pay for training. To apply, please visit www.skillsforcare.org.uk/individualemployerfunding

Training can cover all kinds of things to help you or your PA. Examples include:

- being a good employer/boss
- health and social care qualifications
- food hygiene and nutrition
- emergency first aid
- communication skills
- condition specific awareness like dementia, stroke, autism, spinal injuries.

Apprenticeships for personal assistants

You can employ a PA through an Apprenticeship scheme. An Apprenticeship is a combination of on and off the job training and learning, and is open to people of all ages. It allows you to get the support you need while your PA develops their skills.

Skills for Care has produced an Apprenticeships guide specifically for individual employers called **'Employing an Apprentice'**. It includes more information about the scheme and details of the funding available to you and your PA for their Apprenticeship. You can download this by visiting our website www.skillsforcare.org.uk/individualemployers.

Paper copies of the guide are available by emailing marketing@skillsforcare.org.uk, calling **0113 245 1716** or filling in the attached reply card.

Did you know...

Apprenticeships aren't just for new PAs, your current or experienced staff can do one too.



"I observe the people working for me and when we have quarterly reviews we talk about areas of improvement."

Request for information

If you would like to be sent a copy of any of the guides listed below, please fill in your details, tick which ones you would like to receive, fold the card in half and post it back to Skills for Care. Our freepost address is already printed on the card so you do not need to pay for a stamp. We will then post the guides to you.

Telephone number

Name

Address

Email address

Employing personal assistants toolkit

Inducting your personal assistant

Employing an Apprentice

Guide to using the NMDS-SC

Information about individual employer funding

Supporting your personal assistant to gain the skills they need DVD

Link Up

Where did you hear about Skills for Care?



Sharing your experience

Advisory group

Join the group of individual employers and PAs who advise us on how resources and funding should be developed. For more information email participation@skillsforcare.org.uk or call **0113 245 1716**.

I Care... Ambassador service

An *I Care... Ambassador* is someone who works in social care providing direct day to day delivery of care and support who is willing to go out and talk to people about their job. The *I Care... Ambassador* service provides an opportunity for your PA to share their experiences with others and for people to ask them questions. By helping people to better understand what working in care is really like, we hope that fewer people will start and quickly leave a care role, because the job wasn't what they expected.

If your PA wants to become an *I Care... Ambassador* you can support them by becoming an *I Care... Associate*. This means that you can also share your experience with others. A leaflet which gives more information is available to download by visiting our website

www.skillsforcare.org.uk/makeadifference and clicking on the heading '**Become an I Care... Ambassador**'.

Accolades award

Skills for Care runs a national Accolades event every year, which includes a category for 'the best individual employer who employs their own staff'. More information about the awards, the winners and how to enter is available on our website www.skillsforcare.org.uk/accolades.

Link Up

The Link Up initiative helps individual employers and larger employers, who provide care services, to think about how they can work together to benefit each other. For example; in return for sharing your experience as an employer with a larger organisation, they may be able to offer your staff access to in-house training or use of a meeting room the next time you need to interview a personal assistant. More information is available at www.skillsforcare.org.uk/linkup. Paper copies are available by emailing marketing@skillsforcare.org.uk, calling **0113 245 1716** or filling in the attached reply card.

Recording your information

The National Minimum Data Set for Social Care (NMDS-SC) is a database which holds information about the social care workforce. You, as an employer, are asked to fill in a set of questions on a computer about your personal assistant(s). By entering this information, you help Skills for Care influence government decisions on policy and funding.

If you register as an employer, you will receive a number of benefits:

- you can access money for training
- free e-learning
- store staff records safely online
- review how other employers recruit their staff
- compare pay rates for PAs.

Every employer that uses NMDS-SC has access to our free support service. Other people cannot see your personal details when information is shared.

A leaflet which gives more detailed information about NMDS-SC and why you should fill it in is available to download by visiting our website www.skillsforcare.org.uk/individualemployers and clicking on the heading '**Information about the social care workforce**'.

Paper copies are available by emailing marketing@skillsforcare.org.uk, calling **0113 245 1716** or filling in the attached reply card. You can register on NMDS-SC by visiting www.nmds-sc-online.org.uk or by calling **0845 873 0129**.

Contact us

For more information or to order additional paper copies of this leaflet please contact us at:

w www.skillsforcare.org.uk/individualemployers
e info@skillsforcare.org.uk
t 0113 245 1716
t @skillsforcare
f www.facebook.com/skillsforcare

Did you know...

you can find a list of local support organisations on the Skills for Care website

Skills for Care has a network of area teams across England who can help employers find local information, support and guidance. Their contact details are available on our website www.skillsforcare.org.uk/areas



Help and advice for people who employ care and support staff in their own home

www.skillsforcare.org.uk/individualemployers



Postage Logo

FREEPOST RSJC-GGSE-SXCX
Skills for Care
West Gate
6 Grace Street
Leeds
LS1 2RP