

Free training for Personal Assistants and Individual Employers 2022/2023

Do you employ your own Personal Assistants(s) and want to further their skills and knowledge or improve your understanding of your roles and responsibilities as an individual employer?

Are you currently employed as a Personal Assistant for an adult over the age of 18 and looking for further training?



Disability Sheffield
Centre for Independent Living

Funded by



ACCESSING THE TRAINING:

All bookings need to be made using the link to EventBrite. Booking onto these courses is essential and spaces are limited.

WHO THE TRAINING IS FOR:

- Anyone who receives a social care direct payment or personal health budget
- Anyone who is funding their own social care and employs their own Personal Assistants
- Anyone employed as a Personal Assistant for an adult over the age of 18, who is receiving social care support

TRAINING AND COVID 19:

We will endeavour to create a Covid safe environment for all our face-to-face training but of course no organisation can guarantee a 100% Covid safe environment. Nevertheless we will provide masks and hand sanitizers at each event and encourage participants to feel free to use them. We will always follow the requirements of any law changes relating to Covid, including social distancing and mask wearing for all participants (except for those who are exempt). **Please note** that the face to face training may be changed to virtual training if the Covid situation changes. You will receive notification if this happens.

MORE INFORMATION:

Funding available for individual employer expenses, including replacement PA costs.

If you have any access requirements that we need to consider please include this information when making the booking on Eventbrite.

For more information about the training or for help with booking on to any of the sessions please get in touch with us by email admin@disabilitysheffield.org.uk or by telephone 0114 253 6750

FOR PERSONAL ASSISTANTS

Autism Insight Training

Introduction to autism through personal insight, training covers Tier 1 core capabilities framework.

Friday 3rd February 2023 09.30 am - 12.30 pm (face to face)

<https://www.eventbrite.co.uk/e/450368312747>

Friday 10th March 2023 09.30 pm - 12.30 pm (online)

<https://www.eventbrite.co.uk/e/450475403057>

Emergency First Aid at Work (accredited)

This qualification is to enable learners to attain the knowledge and competencies needed to deal with a range of emergency first aid situations.

Tuesday 06th December 2022 09.30 am - 04.00 pm (face to face)

<https://www.eventbrite.co.uk/e/450495964557>

Wednesday 08th February 2023 09.30 am - 04.00 pm (face to face)

<https://www.eventbrite.co.uk/e/450505091857>

FOR PERSONAL ASSISTANTS

Food Safety Level 1

This course provides learners with information about the principles of food safety, to enable you to apply this knowledge and carry out safe practice.

Friday 02nd December 2022 10.00 am - 01.00 pm (face to face)

<https://www.eventbrite.co.uk/e/456955053867>

Thursday 09th March 2023 12.30 pm - 03.30 pm (face to face)

<https://www.eventbrite.co.uk/e/456964161107>

Mental Health Insight Training

Introduction to mental health through personal insight.

Date to be rearranged 09.30am - 12.30pm (face to face)

<https://www.eventbrite.co.uk/e/456974461917>

Friday 17th February 2023 09.30pm - 12.30pm (online)

<https://www.eventbrite.co.uk/e/456981603277>

FOR PERSONAL ASSISTANTS

Medication Administration and Management

Key areas including: types of medication, routes of entry, the '5 rights', dispensing, record-keeping and DP, reporting errors, and controlled drug protocols, amongst others.

***(Please note:** this course is only available to social care direct payment recipients and self funders only)*

Wed 18th January 2023 12.30 pm - 03.30 pm (Face to Face)
<https://www.eventbrite.co.uk/e/457268701997>

Wed 22nd March 2023 09.30 am - 12.30 pm (Face to Face)
<https://www.eventbrite.co.uk/e/457248581817>

Moving and Handling People and Objects

A course to enable learners to gain an understanding of safe methods and techniques for moving and handling.

Monday 12th December 2022 09.30 am - 4.30 pm (face to face)
<https://www.eventbrite.co.uk/e/457276575547>

Friday 10th March 2023 09.30am - 04.30pm (face to face)
<https://www.eventbrite.co.uk/e/457285863327>

FOR PERSONAL ASSISTANTS

PA and Prospective PA workshops

Overview of roles and responsibilities of being a PA, opportunity to meet with other PAs. .

Monday 07th November 2022 11.00 am - 12.00 pm (online)

<https://www.eventbrite.co.uk/e/457317337467>

Tuesday 06th December 2022 2.00 pm - 3.00 pm (online)

<https://www.eventbrite.co.uk/e/457338741487>

Monday 06th February 2023 06.00 pm - 07.00 pm (online)

<https://www.eventbrite.co.uk/e/457353615977>

Monday 20th March 2023 12.00 pm - 01.00 pm (face to face)

<https://www.eventbrite.co.uk/e/457366273837>



FOR INDIVIDUAL EMPLOYERS

Being a good employer

4 sessions focusing on different themes, with speakers, discussion, questions and answers at each session. Sign up for just one or all of them - it's up to you!

1. Everything You Wanted to Ask about Direct Payments

Tuesday 10th January 2023 11.00 am - 12.30 pm (face to face)

<https://www.eventbrite.co.uk/e/457480716137>

2. Recruitment and Employing Your PA

Tuesday 17th January 2023 11.00 am - 12.30 pm (face to face)

<https://www.eventbrite.co.uk/e/457415521137>

3. Supervision and Day to Day Management

Tuesday 07th February 2023 11.00 am - 12.30 pm (online)

<https://www.eventbrite.co.uk/e/457476182577>

4. Everything You Wanted to Ask about Living with Covid

Tuesday 28th February 2023 11.00 am - 12.30pm (online)

<https://www.eventbrite.co.uk/e/457491719047>

FREE training from other organisations

Infection Prevention Control Sheffield City Council

Bite-Size Sessions - 15 minutes each:

Bite-Size - 15 minutes - Hand Hygiene

<https://www.eventbrite.com/e/ipc-bitesize-hand-hygiene-tickets-423212900177?aff=ebdsoporgprofile>

Bite-Size - 15 minutes - Face Masks

<https://www.eventbrite.com/e/ipc-bitesize-face-masks-tickets-423214394647?aff=ebdsoporgprofile>

Bite-Size - 15 minutes - Effective Cleaning

<https://www.eventbrite.com/e/ipc-bitesize-effective-cleaning-tickets-423215698547?aff=ebdsoporgprofile>

Bite-Size - 15 minutes - Safe Waste and Laundry Handling

<https://www.eventbrite.com/e/ipc-bitesize-safe-waste-tickets-423217012477?aff=ebdsoporgprofile>

Scheduled for every **Tuesday and Thursday 11 am – 12 pm** with each session being 15 minutes long.

Please note: *It is important that all 4 sessions above are booked, please note this has to be done separately.*

More Infection Control Prevention training from Sheffield City Council:

Donning and Doffing

Every Tuesday and Thursday: 9:00 am - 9:30 am.

<https://www.eventbrite.com/e/donning-and-doffing-tickets-423210683547>

Hydration Motivation

Every Tuesday and Thursday: 13:00 -13:30.

<https://www.eventbrite.com/e/hydration-training-tickets-423220924177?aff=ebdsoporgprofile>

The Chain of Infection

Every Tuesday and Thursday 14:00 -15:00.

<https://www.eventbrite.com/e/chain-of-infection-tickets-423222298287?aff=ebdsoporgprofile>

Training from other organisations, continued

More training from Sheffield City Council.

Human Resources (HR) Learning and Development Service and Sheffield Development Hub

Sheffield City Council's **Human Resources (HR) Learning and Development Service** offers a wide range of training course, not just for their own employees but also Individual Employers (IE) employing Personal Assistants (PA).

To take a look at what's on offer to help meet your care and support training needs, **click the link:** <https://www.sheffield.gov.uk/social-care/learning-development>

Learning is available through their online system, the **Sheffield Development Hub**, where you will find details about all courses and any costs. To register:

Email: moorfootlearning@sheffield.gov.uk
or phone: 0114 229 3041



Information from other organisations

Individual Employer funding

train yourself and your personal assistants (PAs)

Funded by



This funding can be used to cover training costs to develop your skills as an employer, direct costs of completing training/qualifications, hiring replacement support whilst your usual PA is attending training courses and travel.

Applicable to people who employ their own care and support through a personal budget from social care or health (personal health budget) or using your own money ('self-funder').

For more information about visit Skills for Care website:

<https://www.skillsforcare.org.uk/Funding/Individual-Employer-Funding/Individual-Employer-Funding.aspx>

Grey Matter Learning

award winning provider of social care e-learning



Offering low cost subscription and some free e-learning courses to Individual Employers, PAs and all areas of the Social Care sector.

For information about e-learning for *Individual Employers* visit their website:

<https://greymatterlearning.co.uk/about/individual-employers/>

For information about e-learning for *Personal Assistants* click here:

<https://greymatterlearning.co.uk/about/personal-assistants/>

Let's Talk about Restraints

a self restraint toolkit



This FREE online resource aims to encourage and facilitate Individual Employers, carers and Personal Assistants to navigate the difficult subject of restraint through using their training Toolkit developed by Disability Sheffield and Active Independence.

For more information visit their website: <http://letstalkaboutrestraints.org/>

PROGRAMME GUIDE 2022 - 2023

FOR PERSONAL ASSISTANTS

December 2022

Fri 2nd - Food Safety

Tues 6th - Emergency First Aid at Work

Tues 6th - PA and Prospective PA workshop

Date to be rearranged - Mental Health
Insight Training

Mon 12th - Moving and Handling

January 2023

Weds 18th - Medication Administration and
Management training



February 2023

Fri 3rd - Autism Insight training

Mon 6th - PA and Prospective PA workshop

Weds 8th - Emergency First Aid at Work

Fri 17th - Mental Health Insight Training

March 2023

Tues 9th - Food Safety

Fri 10th - Autism Insight training

Fri 10th - Moving and Handling

Mon 20th - PA and Prospective PA workshop

Weds 22nd - Medication Administration and
Management training



For Individual Employers

Being A Good Employer

Sign up for just one or all of them - it's up to you!

January 2023

February 2023

Tues 10th - 1. Everything You Wanted to Ask About Direct Payments

Tues 07th - 3. Supervision and Day-to-Day Management

Tues 17th - 2. Recruitment and Employing Your PA

Tues 28th - 4. Everything You Wanted to Ask about Living with Covid

More information for IEs and PAs

For IEs and PAs to advertise vacancies and work availability, don't forget to check out **Disability Sheffield**. Here's a link to the *PA Register*:

www.disabilitysheffield.org.uk/pa-register

And you can find support about *employing a PA* by visiting our website on the link below:

<https://www.disabilitysheffield.org.uk/support-for-individual-employers-and-personal-assistants>

Also the **Skills for Care** provides comprehensive information for IEs and PAs alike on their *PA Information Hub*:

<https://www.skillsforcare.org.uk/Employing-your-own-care-and-support/Information-for-individual-employers/Recruiting-a-PA.aspx>

And last but not least, a **MASSIVE WELCOME** to **Penderels Trust** who are running the new **Direct Payments Support Service** recently set up in Sheffield and funded by Sheffield City Council. Their contact details are:

Email: sheffield@penderelstrust.org.uk

Phone: (0114) 698 6959

Address: Penderels Trust, Office 1, Victoria Centre, Victoria Community Enterprise, Stafford Road, Sheffield S2 2SE.

Website: <https://www.penderelstrust.org.uk/sheffield.php>