



**2023  
2024**



# ***PA & IE TRAINING DIRECTORY***

**A Directory detailing  
training from various  
providers available for  
Personal Assistants and  
Individual Employers**

## **CONTACT US**



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[www.disabilitysheffield.org.uk](http://www.disabilitysheffield.org.uk)

Better support your employer  
as a Personal Assistant



Gain confidence as an  
Employer



Improve your CV



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## WHY SHOULD I TAKE PART IN TRAINING?

Engaging in training and further education around your role as an employer or a Personal Assistant not only develops your personal and professional skills, but also makes you more attractive to potential employers if you're a PA and makes you more attractive to potential PAs if you're an Employer.

Employers also benefit greatly from attending training or further education to support them with better managing staff and their Direct Payment. Being a well trained employer helps you to better support your PA and makes you a more attractive employer for prospective PAs.





## 23/24 TRAINING DIRECTORY

### HOW TO REQUEST TRAINING IF YOU HAVE A PHB

If you have a Personal Health Budget (PHB) then PA training needs will be identified through discussions with the employers and any relevant clinicians when setting up the PHB and advice will be given on how the training can be accessed. Employers can discuss any further training requirements as they arise with the nurse assessor. All PHB's will be reviewed 3 months after commencing and then on an annual basis, this will include reviewing training needs. Employers can request earlier reviews if required.

If you are an adult with a Personal Health Budget then all identified PA training needs are recorded in your Personalised Care Plan where resources have been identified based on what was available at that time. If you are unable to locate this information or you require any further clarification you can contact the Continuing Healthcare's Personal Health Budget advisor Nicola Kitteridge on **0114 3051700**



# 23/24 TRAINING DIRECTORY

## USING THE DIRECTORY



This directory has been put together to give PAs and IEs an easy way to browse the various training courses on offer for 2023/24.

**Please Note:** Apart from the Disability Sheffield PA / IE Training courses listed at the start of this directory, the training courses in this directory are *not* organised by Disability Sheffield. Please contact the specific training organiser for more information about these courses.

Please click on the Bold or underlined text throughout the directory to view the associated content.

Disability Sheffield is not responsible for the content of websites or documents linked to from this directory.

**The directory is split in to four sections:**

**Local Resources**

**National Resources**

**Online Resources**

**Helpful Organisations**



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## 23/24 TRAINING DIRECTORY LOCAL RESOURCES

### DISABILITY SHEFFIELD PA / IE TRAINING

**Disability Sheffield** is facilitating a range of training courses for Personal Assistants and Individual Employers in Sheffield. The courses cover a range of subjects, including:

- Autism Insight
- First Aid at Work
- Medication Handling
- Mental Health Insight
- Introduction to Digital Skills and Marketing
- Disability Equality Workshop

Download the **Disability Sheffield PA and IE Training Brochure**

### SHEFFIELD PA REGISTER

the Sheffield PA Register is a website where Personal Assistants and Individual Employers can be introduced to each other. Users can post adverts explaining that they are looking for a PA, or that they are a PA looking for employment. The website offers a convenient and easy way for PAs and IEs in Sheffield to meet and start the process of employment. Visit the Sheffield PA Register here: **Sheffield PA Register**



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# 23/24 TRAINING DIRECTORY

## LOCAL RESOURCES

### SHEFFIELD CITY COUNCIL: EMPLOYING A PA



Sheffield City Council are committed to supporting the personal assistant workforce and therefore are always looking to improve benefits, incentives and support available to both employers and their PAs.

Visit [Employing a personal assistant | Sheffield City Council](#) regularly to see the latest information and offers.

The webpage contains information on free training opportunities for Individual Employers and Personal Assistants, and includes useful resources which will help you become a better Independent Employer, or Personal Assistant, including:

- [Personal Assistant Information Pack](#)
- [Make it Personal with a Personal Assistant](#)
- [Employing a PA Handbook: Recruiting a Personal Assistant](#)
- [Becoming an Employer: A guide to your responsibilities](#)
- [Being a Good Employer: A guide to create a good working relationship and manage and develop your Personal Assistant](#)
- [Employing a Personal Assistant FAQs](#)
- [Employing a Personal Assistant: Samples and Blanks](#)
- [Getting a DBS check for your PA Factsheet](#)
- [Employer's Liability Insurance Factsheet](#)
- [Personal Assistant Wages Rates Tool](#)

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## 23/24 TRAINING DIRECTORY

### LOCAL RESOURCES

Continued from previous page...

- [Personal Assistant Rates Decision Making Tools Guidance](#)
- [Employing a Friend or Relative as a Personal Assistant Factsheet](#)
- [Being Person Centred: A Guide for Supervision and Appraisals in Adult Health and Social Care](#)
- [Let's Talk About Restraints](#)
- [Understanding Restraints Video](#)
- [Data Security for People who Employ PAs](#)
- [Preventing Infection Factsheet](#)
- [Washing your Hands Factsheet](#)

## SHEFFIELD CITY COUNCIL'S DEMENTIA LEARNING PATHWAY

Sheffield City Council's Dementia Learning Pathway has been developed to ensure that people can live well with Dementia, by improving the Health & Social Care workforce knowledge and skills, due to the increased levels of acuity in Dementia care. The training, developed in collaboration with industry experts by experience, will focus more on 'how' to deliver services to deliver the best possible outcomes for people, as opposed to 'what' the disease is. For more information, including dates for training sessions, view [Dementia Learning Pathway Information](#)

# 23/24 TRAINING DIRECTORY

## LOCAL RESOURCES

### BEING PERSON CENTRED



Thanks to funding from Skills for Care the How to Guide was co-produced by Disability Sheffield on behalf of The Individual Employer and Personal Assistant Development Group, along with a range of colleagues involved in health and social care in Sheffield.

The guide explores what being person-centred means as well as what can make supervision effective. The guide contains five work charts to support Managers to develop person-centred thinking and approaches with Employees through supervision.

The guide is aimed at Managers who provide supervision to Employees working in a range of health and social care settings, such as the local authority, the NHS, community settings as well as Individual Employers.

Download a copy of Being Person Centred: A Guide for Supervision and Appraisals in Adult Health and Social Care:

- [Download Black and White Version](#)
- [Electronic Version with Editable Text Boxes](#)
- [TEXT Only Version](#)

You can also view our video on the topic here: [\*\*Being Person-Centred\*\*](#)





# 23/24 TRAINING DIRECTORY

## LOCAL RESOURCES

### Social Care Learning and Development

Sheffield City Council's **Social Care Learning and Development webpage** details the training offered by the The HR Learning and Development Service.

The service has a wide range of training courses available for people who work in social care organisations from the independent, private and voluntary sector. We use a wide range of delivery methods, including face to face and virtual sessions.

You can also access the training if you are an Individual Employer employing a Personal Assistant to help you meet your care and support needs.

Skills, knowledge and understanding workbooks provide another opportunity to complete required learning and refreshers. They are an alternative to taught courses and e-Learning, giving learners another route to complete their learning in a variety of subjects. They will be available to download and are free of charge.

- Dignity in Care
- Food Safety Refresher
- Health, Safety and Fire Awareness
- Infection Prevention and Control
- Mental Capacity Act
- Moving and Handling People
- Promoting Effective Communication and Relationships
- Restraint: Framework for Good Practice
- Safeguarding Adults Awareness
- Violence at Work: Staying Safe



# 23/24 TRAINING DIRECTORY

## LOCAL RESOURCES



### SRASAC

**Sheffield Rape & Sexual Abuse Centre (SRASAC)**: Are you a professional working or volunteering in Sheffield? Do you want to feel more confident in supporting survivors of sexual violence in your professional capacity?

Sign up for SRASAC's free Believe, Listen, Respect: Supporting Survivors of Sexual Violence Webinar [\*\*here!\*\*](#)

This interactive and engaging entry-level session aims to reduce anxiety around working with survivors. Attendees will hear from members of team at Sheffield Rape & Sexual Abuse Centre (SRASAC) on topics such as:

- Defining and Understanding Sexual Violence
- Societies Response to Sexual Violence
- The Impact of Sexual Violence
- The Role of Sheffield Rape & Sexual Abuse Centre
- Debunking Rape Myths
- Trauma Informed Working with Survivors of Sexual Violence
- Responding to Disclosures
- Self-care

All professionals and volunteers practicing in Sheffield are welcome. Find out more and book your place here: **Believe, Listen, Respect: Supporting Survivors of Sexual Violence webinar**





## 23/24 TRAINING DIRECTORY

### LOCAL RESOURCES

#### Crystal Clear First Aid Training

**Crystal Clear First Aid Training** offer a range of First aid and mental health training courses. The courses are held in Sheffield and are paid for, with the price depending on the specific course you attend. Their current range of courses includes:

- Level 3 First Aid at Work
- Level 3 Emergency First Aid at Work
- Level 3 Paediatric First Aid
- Level 3 Emergency Paediatric First Aid
- 3 Hour Annual Skills Update
- 3 Hour Annual Paediatric Skills Update



# 23/24 TRAINING DIRECTORY

## NATIONAL RESOURCES



## SKILLS FOR CARE

**Skills for Care** fund a wide range of training opportunities throughout England, including the Disability Sheffield 2023/24 PA & IE Training. Their **Learning and Development** webpage details how Personal Assistants can access training.

In addition, **A practical guide to learning and development for Personal Assistants** factsheet explains how Personal Assistants can better support their employer and continue to develop in their role as a Personal Assistant.

Skills for Care also allow Individual Employers to apply for funding to train themselves and their Personal Assistants. Visit their **Individual Employer Training Funding Opportunities** webpage for more information on how to apply.

Please note there is an application deadline - The deadline for applications is 17:00 on Friday 15 March 2024 and any training that you want to be funded must be started by 30 April 2024.





## 23/24 TRAINING DIRECTORY NATIONAL RESOURCES

### VIP TRAINING PROGRAMME

Coleman Training and Consultancy have developed a suite of training tailored towards the needs of Individual Employers and Personal Assistants as part of their VIP Training program. To learn more about the training offered in the VIP Training program view the flyer here: **[VIP Training for Individual Employers and Personal Assistants](#)**

### DEAFINATELY WOMEN

**Deafinitely Women** have put together a comprehensive collection of training courses for Personal Assistants who work for Direct Payment employers & users. Their 2023/24 training brochure can be viewed here: **[2023/24 Training Program](#)** and includes training courses covering:

How to support and communicate with Deafblind people / Taster British Sign Language / Basic Guiding Skills / Communication and acquired hearing and sight loss / Deaf Equality Training / Supporting & communicating with people with dementia and acquired hearing and sight loss / Supporting & communicating with Deaf BSL users with dementia



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# 23/24 TRAINING DIRECTORY

## NATIONAL RESOURCES



### BRITISH SIGN LANGUAGE TRAINING

Personal Assistants who wish to work for Deaf Employers will require BSL training, and have the ability to speak BSL at Level 2 or 3. BSL is widely taught throughout the UK, and courses starting from Level 1 are available at places such as:

- **Signature**

Signature offer a range of BSL courses covering all levels.

Their website also features the ability to search for BSL courses local to you.

- **Famlingo**

Famlingo offer BSL levels 1 & 2, as well as BSL GCSE and BSL for early years

- **DeafAccess**

DeafAccess offer BSL Levels 1, 2, 3 and 6







## 23/24 TRAINING DIRECTORY

# NATIONAL RESOURCES

## DIPLOMA IN HEALTH AND SOCIAL CARE

A Diploma in Health and Social Care can be acquired from various universities, colleges and online learning centres.

This diploma aims to give learners the ability and knowledge to care for people in a wide range of health and social care settings. This wide range of possible settings also allows those who decide to pursue a diploma in health and social care to customize their learning and focus on specific areas of the sector. Allowing learners to develop the skills necessary to provide care in the specific sector they wish to work in.

Diplomas are available from a wide range of institutions, including:

- [The Sheffield College](#)
- [Sheffield Hallam University](#)
- [Access Skills](#)
- [Distance Learning Centre](#)
- [London School of International Business](#)
- [Healthcare Courses](#)



# 23/24 TRAINING DIRECTORY

## NATIONAL RESOURCES



### GUARDIAN ANGELS TRAINING

**Guardian Angels Training** are a specialist provider of quality training courses to organisations and individuals across the UK.

They deliver mandatory and specialist training to ensure that you or your organisation is compliant with current legislation and standards.

They currently offer externally accredited quality training courses in the following areas:

- Health and Social Care training courses
- Clinical Skills and Management training courses
- First Aid training courses
- Health and Safety training courses
- Train the Trainer training courses
- Physical Intervention training courses
- Distance Learning – Care training courses
- e-Learning training courses





## 23/24 TRAINING DIRECTORY ONLINE RESOURCES

### FutureLearn

**FutureLearn** is an online learning platform offering a wide range of courses, including courses for Personal Assistants and those in the Social Care sector.

Courses can be both free and paid for, with their current selection including:

#### **The Role of Personal Assistants in Disability Support**

Find out about the new role of personal assistants in disability support, and how to improve working relationships in the area.

#### **Caregiving, Dementia, and Incontinence**

Discover practical strategies to support people living with dementia and incontinence in their daily routines and personal care.

#### **Caring for Others**

Learn how to ensure the best care possible for every patient. Explore the latest research and advice on patient care, whilst gaining practical knowledge and skills - studying with leading universities and medical schools.

# 23/24 TRAINING DIRECTORY

## ONLINE RESOURCES

### PENDERELS BEING A GREAT PA VIDEO BANK



**Penderels Trust** has created a video training course containing four short videos to help you become a great Personal Assistant.

For more information and to view the videos see the **Penderels Being a Great PA flyer**. The training videos in the course are:

- **The PA Role**

- This video gives an introduction to direct payments, the social model of disability and person-centred care. As well as the values of a PA, what your role a PA might look like and tips for being a great PA.

- **Safeguarding Awareness**

- This video explains what safeguarding is, gives an introduction to the Care Act (2014), details types of abuse and explains how to report safeguarding concerns.

- **Working Relationships**

- This video explains Why maintaining professional boundaries is important, as well as explaining how to maintain professional boundaries with your employer.

- **Rights and Responsibilities**

- This video explains your entitlements as a PA - holiday, sick pay, maternity leave and pay, pensions. As well as explaining timesheets, payslips and how to resolve problems, if and when they arise.





# 23/24 TRAINING DIRECTORY

## ONLINE RESOURCES

### National Careers Service

**The National Careers Service** has created the Skills Toolkit; a collection of free courses to help you learn new skills or change jobs. Including general skills that apply to all sectors and more specialised skills.

Visit the **Skills Toolkit** webpage for more information. The courses currently on offer include:

- **Practical Maths**
  - 2 courses to help with fractions, decimals and other maths skills for work.
- **Computer Essentials**
  - 6 courses to help you use a computer, the internet and office programs like spreadsheets and word processors.
- **Personal Growth and Wellbeing**
  - 1 course to help recognise your strengths and develop resilience.
- **Professional Development**
  - 10 courses to help with communication skills, your professional online presence, leadership and collaboration.
- **Business and Finance**
  - 8 courses including project and business management, bookkeeping and sales.
- **Digital Design and Marketing**
  - 6 courses including user experience design (UX), graphic design, app design and social media.
- **Computer Science**
  - 16 courses including cybersecurity, computer networks, artificial intelligence (AI) and cloud computing.
- **Coding**
  - 6 courses including HTML, CSS, Python, C, C++.



# 23/24 TRAINING DIRECTORY

## ONLINE RESOURCES



### PENDERELS PA COMMUNITY TRAINING INFORMATION

**Penderels' PA Community Centre Training** webpage contains links to various training resources for Personal Assistants and Individual Employers. This is an extremely useful resource for Personal Assistants and Individual Employers.

### **ACAS Online** **Learning Sessions**

Simply create an online account and gain access to a huge range of online training courses for employers and employees. Each course comes with a certificate upon completion and access to further support resources following your course. For more information visit: **ACAS Online Learning Sessions**  
Some of the most popular courses include:

- Contracts and Written Statements 2023
- Disability Discrimination and Reasonable Adjustments 2023
- Equality, Diversity and Inclusion 2023
- Managing People 2023
- Mental Health Awareness for Employers 2023
- Recruitment and Induction 2023
- Religion or Belief in the Workplace 2023



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## 23/24 TRAINING DIRECTORY ONLINE RESOURCES

### PLAYLIST FOR LIFE

**Playlist for Life** is a music and dementia charity who have organised a series of webinars for people who are living with dementia or who would like to know how personal music could help a family member or friend they care for. These webinars will teach you how you can help someone with dementia, whether a family member, friend, employer or yourself, through music. For more information visit: **Playlist for Life Webinars**

### SOCIAL CARE INSTITUTE OF EXCELLENCE

**The Social Care Institute of Excellence** offers online training courses in a range of subjects relevant to Personal Assistants and Individual Employers. Their **eLearning Portal** details their range of courses, which can be both paid for and free. Some of their current free courses include:

- **Infection Control**
- **Social Care Personalisation**
- **Advocacy (Care Act)**
- **Mental Capacity Act**



# 23/24 TRAINING DIRECTORY



## RUILS INDEPENDENT LIVING

**RUILS Independent Living** are a charity run by and for disabled people. They have created a series of videos for Personal Assistants and Individual Employers detailing the work done by PAs and the working relationship between a PA and their Employer. View the videos here: [RUILS UK YouTube Channel](#) The series includes videos on:

- [What is the role of a Personal Assistant?](#)
- [Working with a client with a Learning Disability](#)
- [Health and Safety in the home](#)
- [Working with a client with Dementia](#)
- [Moving and Assisting](#)

## BRITISH RED CROSS FIRST AID

**The British Red Cross** offers a range of First Aid training courses for people working with babies, children and adults.

View the First Aid courses available here: [British Red Cross First Aid Training Courses](#) or use the [Course Finder](#) to search for courses.





## 23/24 TRAINING DIRECTORY ONLINE RESOURCES

### OPEN UNIVERSITY

**The Open University's** online learning platform **Open Learn** has a wide range of online courses which may be of interest to Personal Assistants and Individual Employers, including:

- Caring for Adults
- Caring for an older family member with learning disabilities
- Conversations and Interviews
- Developing high trust work relationships
- Employment relations and employee engagement
- Exploring Anxiety
- Exploring Learning Disabilities: Supporting belonging
- Exploring Issues in women's health
- The family at the centre of early learning
- Infection and Immunity
- Innovation in health and social care practice
- Obesity: balanced diets and treatments
- Physical activity for health and wellbeing in the caring role
- Professional relationships with young people
- Supporting children and young people's wellbeing
- Panic attacks: what they are and what to do about them



# 23/24 TRAINING DIRECTORY

## ONLINE RESOURCES

### VIRTUAL COLLEGE



**Virtual College** is an online learning platform offering a wide range of courses. The courses can be both free or paid for. Courses which Personal Assistants and Individual Employers may find useful include:

- [Health and Safety Training Courses](#)
- [Food Hygiene Training Courses](#)
- [Health and Social Care Training Courses](#)
- [Safeguarding Training Courses](#)
- [Healthcare Training Courses](#)

### UNDERSTANDING AUTISM

**Free Courses in England** is an organisation that provides higher education courses on a wide range of subjects, which are free to those who meet the eligibility criteria.

Their [Understanding Autism](#) - [Caring for the Elderly](#) - [Introducing Caring for Children and Young People](#) - courses may be of particular interest to Personal Assistants and Individual Employers.

However, please note, there are strict eligibility criteria and you may be liable to pay a fee if you do not complete the course.





# 23/24 TRAINING DIRECTORY

## HELPFUL ORGANISATIONS

### Sheffield City Council

#### **Adult Social Care**

Tel: 0114 273 4567, option 5.

Email: [asc.howdenhouse@sheffield.gov.uk](mailto:asc.howdenhouse@sheffield.gov.uk)

#### **Children's Services**

Tel: 0114 273 4567, option 4.

Email: [CYPF-LDD@sheffield.gov.uk](mailto:CYPF-LDD@sheffield.gov.uk)

#### **Mental Health Services**

North Sheffield Recovery Service:

Northlands: Tel: 0114 226 3636

South Sheffield Recovery Service:

Eastglade: Tel: 0114 271 6451

#### **NHS Sheffield**

Clinical Commissioning Group

Tel: 0114 305 1000

Email: [sheCCG.sheffield@nhs.net](mailto:sheCCG.sheffield@nhs.net)

Continuing Health Care

Tel: 0114 305 1700.

Email: [sheCCG.sheffieldCCG@nhs.net](mailto:sheCCG.sheffieldCCG@nhs.net)



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# 23/24 TRAINING DIRECTORY

## HELPFUL ORGANISATIONS



### Local Voluntary and Community Organisations

#### **Sheffield Directory**

For a list of voluntary and community organisations visit the Sheffield Directory: [www.sheffielddirectory.org.uk](http://www.sheffielddirectory.org.uk)

#### **Age UK Sheffield**

[www.ageuk.org.uk/sheffield/](http://www.ageuk.org.uk/sheffield/)

Tel: 0114 250 2850

#### **Disability Sheffield:**

[www.disabilitysheffield.org.uk](http://www.disabilitysheffield.org.uk)

Tel: 0114 253 6750

#### **Sheffield Mencap & Gateway**

[www.sheffieldmencap.org.uk](http://www.sheffieldmencap.org.uk)

Tel: 0114 276 7757

#### **Sheffield Carers Centre**

[sheffieldcarers.org.uk](http://sheffieldcarers.org.uk)

Tel: 0114 272 8362

#### **Sheffield Young Carers**

[sheffieldyoungcarers.org.uk](http://sheffieldyoungcarers.org.uk)

Tel: 0114 258 4595



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## 23/24 PA & IE TRAINING DIRECTORY



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