

2016-2017

Employer & Personal Assistants Learning & Development Directory

11th Edition



Disability Sheffield
Centre for Independent Living



Recognised
Provider
Valid until 05/2016

skillsfor
care

Sheffield
City Council



Learning & Development Directory 2016-2017

Introduction

For the eleventh year the Sheffield City Council's Learning & Development Service is offering training for Personal Assistants and Employers.

This year you will be able to access eLearning and taught training via the Council's new Sheffield Development Hub, full details of which can be found on **page 2**.

We also continue to link with Disability Sheffield Centre for Independent Living to provide more information on:

- Free training
- Free e-learning
- Free Skills and Knowledge workbooks
- Drop-in sessions for advice, support and access to resources
- Free workshops

Please look through the directory and see what is on offer or follow us on Social Media via Facebook or Twitter



www.facebook.com/DisabilitySheffield



<https://twitter.com/DisabilitySheff>

If you would like to receive our regular e-bulletin please email

Disability Sheffield - info@disabilitysheffield.org.uk and ask to be put on the mailing list.



The Sheffield Development Hub – online booking!

We are introducing online booking for training courses, via our new learning and development website, the **Sheffield Development Hub**.

Benefits of the Sheffield Development Hub

The benefits will include:

- A personalised learning account for users
- Online booking for all taught courses
- Access to e-learning programmes
- Personalised learning plans
- Access from work or home devices including smart phones and tablets

What this means

- You will no longer use forms/ telephone to book places on courses via HR Connect
- The system is self-service – users will book themselves onto courses
- For the first time users will be able to view their training history

How to book onto courses

To be booked onto courses, each person will need a user account and a username.

Please email developmenthub@sheffield.gov.uk to have your account created for you. Please state whether you are an Individual Employer or Personal Assistant so we can ensure you are given the correct code.

We will notify you once your accounts have been set up and provide you with a “cost code”. You will need to quote this code when booking onto training, as this will identify your **free eligibility** to training.

NB Unless you have an account in the system you will not be able to book onto courses post April 2016.

Contents

Introduction	1
The Sheffield Development Hub – online booking!.....	2
Cancellations and Non-Attendance	4
Additional Requirements	4
Web Page	4
Costs and Funding available	4
Taught courses	4
E-learning	4
Skills for Care - Individual Employer Skills Funding and Personal Health Budget holders.....	5
Skills & Knowledge Books for Personal Assistants	6
List of Skills & Knowledge books:	6
https://www.sheffield.gov.uk/caresupport/professionals-providers/wdt/courses.html .	8
Skills & Knowledge Request Form	8
E-Learning Programmes	9
Taught Courses	10
Taught Courses for Personal Assistants.....	10
Taught Courses – Personal Assistants who work with Children	13
Informal Carers – Learning Opportunities	14
Disability Sheffield Centre for Independent Living	15
Resources	16
The Employing PAs Handbook and Training Skills Passport.....	16
Skills Passport.....	16
DVD	16
Digital Inclusion – Sheffield Online	18
Getting Involved.....	19
Individual Employer and Personal Assistants Development Group	19
Compliments, Concerns & Complaints.....	20
List of Contacts	21
Training Log.....	23

Cancellations and Non-Attendance

The demand for places on training programmes and the cost to the local authority in providing taught training programmes means that every place booked needs to be used.

Once a place on a course has been booked it is your responsibility to attend.

If after booking a place on a training course you are not able to attend you must cancel your place so this can be released and offered to someone else.

Additional Requirements

When making a course booking via the Sheffield Development Hub there is a section to complete if you have any additional requirements e.g. loop system, large print, access. You will have to give this information for each course you request as we do not have the facility to keep Employer and PA information.

Web Page

Please refer to our webpages to keep up to date with information, view copies of the directory or download Skills & Knowledge workbooks.

<https://www.sheffield.gov.uk/caresupport/professionals-providers/wdt/courses.html>

<https://www.sheffield.gov.uk/caresupport/adult/support-available/employingpas.html>

Costs and Funding available

Taught courses

Places on any of the taught courses continue to be free of charge for Personal Assistants and Individual Employers. When you receive your Hub user account confirmation you will also be given a code to use when booking your training. This code must be quoted to ensure cancellation charges do not apply.

E-learning

Access to learning is also free to Employers, Personal Assistants and Informal Carers through the Sheffield Development Hub.

Skills for Care - Individual Employer Skills Funding and Personal Health Budget holders

People who employ their own care staff (employers), can apply for funding from Skills for Care to cover the cost of care related training and development of both themselves and their Personal Assistants through individual employer funding or personal health budgets.

Whilst Skills for Care do not directly arrange the training, they are happy to help fund courses and qualifications that demonstrate value for money and meet the learning needs of the individual employer and/or their Personal Assistant.

Employers ages 18 or over can apply for this funding on behalf of themselves or their Personal Assistants. If an application is successful, they will usually notify the employer within 30 days and arrange payment directly into their bank account.

For full information, please look at their website:



www.skillsforcare.org.uk/funding/individual-employer-funding/individual-employer-funding.aspx

or call Skills for Care on 0113 2411275

Skills & Knowledge Books for Personal Assistants

List of Skills & Knowledge books:

These books cover a range of topics identified and developed with Employers and Personal Assistants where the employer can assess knowledge and practice of their assistant and evidence their learning.

Food Safety (FSPA)

- Understand the important of robust food safety and hygiene
- Be aware of personal hygiene in relation to food safety
- Know food storage temperatures
- Know the main causes and effects of food poisoning



Health, Safety and Fire (HSFPA)

- Explain what action you would take if you had any health & safety concerns
- Describe the risk assessment process and demonstrate how this works in practice
- Describe what action to take in the event of a fire
- Demonstrate an ability to apply your knowledge to practice



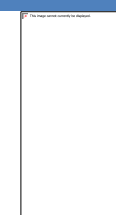
Medication Good Practice for Personal Assistants (MPA)

- Demonstrate knowledge and skill in handling and administering medication safely
- Identifying safe practices
- List what the safe routes of administering medication are
- Outline their role and responsibility regarding medication
- Evidence Show or demonstrate safe recording practice



Moving and Handling of People – Including Loads (MHPPA)

- Develop personal assistants' skills in order to support their employer
- Protect against risks associated with unsafe moving and handling practices
- Promote the safe use and handling of equipment associated with moving and handling
- Give guidance and good-practice recommendations with regards to how decisions, processed and actions can be carried out and agreed on



Nutrition (NPA)

- Understand the benefits of a healthy diet
- Identify different dietary needs
- Recognise alternative food types
- Introduce information on different cooking methods



Personal Care (PCPA)

- An understanding of being able to identify personal care tasks and demonstrate good practice guidance.
- Understand and define the key principles of service provision.
- Share their role and responsibilities as a worker



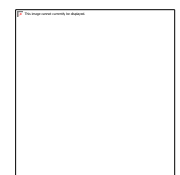
Promoting Effective Communication and Relationships (ECPA)

- Identify the different methods of communication
- Define working strategies where there are communication differences and challenges
- Outline their role and working practices in relation to written records



Safeguarding Adults (SAPA)

- Develop personal assistants skills to support their employer
- Safeguard the interests of employers and their staff by setting out standards and good practice guidelines
- Clarify the responsibilities of all involved
- Provide information and guidance to apply the “South Yorkshire Safeguarding Adults Procedures”
- Ensure appropriate arrangements are in place to safeguard vulnerable adults which includes:
 - Ensuring your safeguarding policy is in place
 - Know how and where to access the tools used e.g. safeguarding alert form
 - Being clear of your responsibilities



To get copies of Skills and Knowledge books:

- Complete the booking form on **page 8**
- Download a copy from

Skills & Knowledge Booklet Request:

To request booklets please complete the relevant section below and return the form to Moorfoot Learning Centre, Moorfoot Building, Level, West Wing, Sheffield, S1 4PL or telephone: 0114 2293041

Title and Code of Skills & Knowledge booklets:	No. of Copies

Name of Employer:

Address in full:

Post Code:

Telephone Number:

Email Address (optional):

Skills & Knowledge Request Form

E-Learning Programmes

The Sheffield Development Hub has a wide range of eLearning programmes that can be accessed for free.

If you require more information, including how to register please see **page 2**.

Below is a list of e-learning courses available for Employers and Personal Assistants:

- **Personal Assistant Induction**
- **Assistive Technology**
- **Enablement**
- **Healthier Lives**
- **The Open Dementia Programme**
- **Person Centred Thinking**
- **Restraint Framework Awareness**
- **Safeguarding Adults**
- **Self-Directed Support**
- **Understanding Autism**

Taught Courses

All taught courses are delivered by the Sheffield City Council's Learning & Development Service based at Moorfoot Learning Centre, Level 1, West Wing, Sheffield, S1 4PL.

Taught Courses for Personal Assistants

Alcohol Brief Interventions																					
Learning outcomes	This course explores how to use alcohol brief interventions and who they are effective for.																				
Dates	24/05/16 14/07/16																				
Times	9:30 – 4:30																				
Autism Awareness																					
Learning outcomes	This course provides a basic awareness of Autistic Spectrum Disorders.																				
Dates/times	TBC																				
Dementia Awareness																					
Learning outcomes	A course to raise awareness about dementia.																				
Dates/Times	<table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">19/05/2016</td> <td style="width: 25%;">9.30 - 12.30</td> <td style="width: 25%;">15/11/2016</td> <td style="width: 25%;">1.30 - 4.30</td> </tr> <tr> <td>15/06/2016</td> <td>9.30 - 12.30</td> <td>14/12/2016</td> <td>1.30 - 4.30</td> </tr> <tr> <td>11/07/2016</td> <td>9.30 - 12.30</td> <td>24/01/2017</td> <td>9.30 - 12.30</td> </tr> <tr> <td>15/09/2016</td> <td>9.30 - 12.30</td> <td>01/02/2017</td> <td>1.30 - 4.30</td> </tr> <tr> <td>14/10/2016</td> <td>9.30 - 12.30</td> <td>02/03/2017</td> <td>1.30 - 4.30</td> </tr> </table>	19/05/2016	9.30 - 12.30	15/11/2016	1.30 - 4.30	15/06/2016	9.30 - 12.30	14/12/2016	1.30 - 4.30	11/07/2016	9.30 - 12.30	24/01/2017	9.30 - 12.30	15/09/2016	9.30 - 12.30	01/02/2017	1.30 - 4.30	14/10/2016	9.30 - 12.30	02/03/2017	1.30 - 4.30
19/05/2016	9.30 - 12.30	15/11/2016	1.30 - 4.30																		
15/06/2016	9.30 - 12.30	14/12/2016	1.30 - 4.30																		
11/07/2016	9.30 - 12.30	24/01/2017	9.30 - 12.30																		
15/09/2016	9.30 - 12.30	01/02/2017	1.30 - 4.30																		
14/10/2016	9.30 - 12.30	02/03/2017	1.30 - 4.30																		
Dignity in Care																					
Learning outcomes	A course looking at how you can embed dignity into all aspects of your practice.																				
Dates	05/07/16 04/10/16 31/01/17																				
Times	9:30 – 4:30																				
Eating & Swallowing																					
Learning outcomes	<p>This course will enable you to safely support people in practice with eating and drinking.</p> <p>Participant will be encouraged to participate in eating and drinking activities.</p>																				
Dates/Times	TBC																				
Emergency First Aid at Work																					
Learning outcomes	This qualification is to enable learners to attain the knowledge and competencies needed to deal with a range of emergency first aid situations. Learners should be able to demonstrate the practical administration of safe, prompt, effective first aid in emergency situations with an understanding of the role of the first																				

	aider.
Course Requirements	Learners must bring photo ID to enable them to obtain a final certificate. This can be: a valid passport, UK driving licence, warrant card, other, i.e. student card. The lead trainer should be notified if these forms of ID are unavailable There are practical elements to the course e.g. CPR and recovery position. Learners are advised to wear clothing that does not restrict their ability to take part in this activity.
Dates	06/05/16 28/07/16 08/11/16 19/01/17
Times:	09/05/16 10/08/16 16/11/16 31/1/17
9:30 – 4:30	19/05/16 25/08/16 25/11/16 07/02/17
	23/05/16 06/09/16 1/12/16 10/02/17
	07/06/16 20/09/16 6/12/16 22/02/17
	13/06/16 28/09/16 14/12/16 02/03/17
	22/06/16 06/10/16 20/12/16 10/03/17
	30/06/16 11/10/16 05/01/17 14/03/17
	05/07/16 14/10/16 10/01/17 20/03/17
	12/07/16 27/10/16 16/01/17
End of Life Care	
Learning outcomes	For people who are supporting individuals who are approaching the end of their life, helping them to live as well as possible until they die, and to die with dignity.
Dates	02/06/16 15/11/16
Times	9:30 – 4:30
Food Safety Level 1	
Learning outcomes	This course provides you with information about the principles of food safety, to enable you to apply this knowledge and carry out safe practice. There is a multiple-choice exam to complete, giving you the opportunity to gain a qualification in food safety.
Course Requirements	Participants must bring photo ID to enable them to sit the exam. This can be a valid passport, UK driving license, warrant card, other, i.e. student card. The lead trainer should be notified if these forms of ID are unavailable.
Dates	26/05/2016 23/09/2016 14/12/2016
	04/07/2016 27/10/2016 01/02/2017
	02/08/2016 29/11/2016 02/03/2017
Times	9:30 – 1pm
Health, Safety & Fire Awareness	
Learning outcomes	This course will enable you to fulfil your roles & responsibilities within the South Yorkshire Safeguarding Procedures.

Dates/times	16/06/2016 1.30 - 4.30	09/01/2017 1.30 - 4.30
Dates/times	21/07/16 9.30 – 12.30 11/10/2016 9.30 – 12.30 17/11/2016 9.30 - 12.30	21/02/2017 9.30 - 12.30 16/03/2017 1.30 – 4.30
Learning Disability Awareness		
Learning outcomes	This course will provide information and insight into what it means to have a learning disability and how this affects someone's life	
Dates/times	TBC	
Moving & Handling People		
Learning outcomes	A course to enable you to gain an understanding of safe methods and techniques for moving and handling.	
Course Requirements	As there is practical element to the course participants need to wear appropriate footwear and clothing to enable them to practice safely.	
Dates	16/05/2016 17/10/2016 20/01/2017 07/07/2016 18/11/2016 14/02/2017 16/09/2016 08/12/2016 21/03/2017	
Times	9:30 – 4:30	
Promoting Effective Communication & Relationships		
Learning outcomes	A course for anyone working in Adult Social Care who needs a basic awareness of effective communication and an understanding of its importance in relationship building in adult social care.	
Dates	12/05/16 19/09/16 09/02/17	
Times	1:30 – 4:30	
Safeguarding Children Introduction		
Learning outcomes	A course for people who have regular contact with children and young people and adults who are parents and/or carers.	
Dates	12/05/16 21/09/16	
Times	09:30 – 4:30	
Safeguarding Adults Awareness		
Learning outcomes	This course will enable you to fulfil your roles & responsibilities within the South Yorkshire Safeguarding Procedures.	
Dates/times	12/05/2016 9.30 - 12.30 07/10/2016 9.30 - 12.30 14/06/2016 1.30 - 4.30 10/11/2016 1.30 - 4.30 29/07/2016 9.30 - 12.30 12/01/2017 9.30 - 12.30 22/08/2016 9.30 - 12.30 20/03/2017 9.30 - 12.30 19/09/2016 9.30 - 12.30	

Taught Courses – Personal Assistants who work with Children

Autistic Spectrum Disorders: Working with Children	
Learning outcomes	This course explores autistic spectrum disorders in children and how to support their development.
Dates/Times	04/05/16 – 10:00 – 4:00
Communicating with Children, Young People & their Families	
Learning outcomes	This course explores communication mile-stones in children and issues with communication when working with families and strategies to manage them. This course is directly linked to the Qualification Credit Framework (QCF) communication units.
Dates/Times	20/06/16 9:30 – 4:30
Mental Health Meeting the Needs of Children	
Learning outcomes	A course that explores mental health and young people and how to support them.
Dates	19/05/16 13/09/16
Times	9:30 – 4:30
Moving & Handling Children	
Learning outcomes	A course that enables participants to learn safe ways of moving & handling babies, young children and children with mobility issues.
Course Requirements	Participants should wear some form of trousers, and stable footwear that provides protection for the whole foot, particularly the toes. We require advance notification of pregnancy or if breast feeding, to enable a risk assessment to be carried out before the session.
Dates/times	TBC
Understanding Children & Young People's Development	
Learning outcomes	A course that enables participants to develop knowledge on areas of child development, attachment and developmental pathways.
Dates	29/06/16
Times	9:30 – 4:30

Informal Carers – Learning Opportunities

We currently have two routes of learning for informal carers

Skills & Knowledge workbooks

We offer learning through the Skills & Knowledge workbooks. By completing any of the Skills and Knowledge Books you can ensure your knowledge and practice is up to date. For a full list of workbook titles and how to get copies please refer to **pages 7-9**.

Elearning

We also offer learning through the Sheffield Hub – please see **page 2** for more information on how to access.

A full list of titles is listed on **page 10**.

The following organisations offer a range of advice and support for carers:

- Sheffield Carers Centre
- Sharing Caring Project
- Roshni Sheffield Asian Resource Centre
- Maan (Somali Mental Health)
- Pakistani Advice Community Association (PACA)
- Sheffield Mind

Please see [List of Contacts](#) on **page 19** for full details

Support for Individual Employers and Personal Assistants

Disability Sheffield Centre for Independent Living



About us

Disability Sheffield is a charity run by and for disabled people. We have been promoting independent living for disabled people in Sheffield since 2003.

Who can we help?

- **Are you an individual employer?**
- **Are you a personal assistant?**

Being an Individual Employer of Personal Assistants ensures that you are in control of your own care. However, we at **Disability Sheffield** recognise that there is a lot to learn when becoming an Individual Employer or a Personal Assistant, and at times, both roles can be quite challenging.

Could you benefit from?

- PA Register (to be launched May 2016)
- Access to resources to support you in your role as an individual employer
- Support in identifying training and development
- Meeting and sharing experiences with other individual employers and Personal Assistants
- Coaching and mentoring from someone with similar experience
- Safe Restraints Toolkit

In addition **Disability Sheffield's** provides a free confidential information service to disabled people, their families and friends. If you are struggling to get health services **Disability Sheffield** also has an advocacy service which may be able to help.

For more information contact **Disability Sheffield** by phoning us on: **0114 2536750** or emailing us at: info@disabilitysheffield.org.uk

www.disabilitysheffield.org.uk



@DisabilitySheffield



/DisabilitySheffield

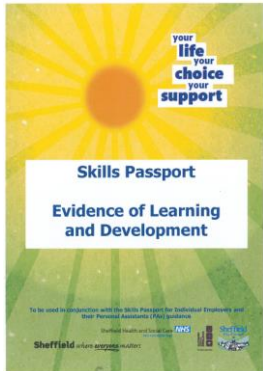


/Disability-Sheffield

Resources

The Employing PAs Handbook and Training Skills Passport

This is an invaluable tool has recently been updated to give you all the information and advice to recruit your own assistant and supporting them with their learning and development needs.



Please use the following link to view and download a copy

www.sheffield.gov.uk/employingpas

Skills Passport

A Skills Passport is a record of a personal assistants (PAs) skills and training achievements. It can be used by a personal assistant and their employer. A skills passport is used while an employee is at work to:

- Show what an employee knows and understands
- Develop an employee's skills
- Provide evidence of learning

Skills Passports are a tried and tested way of showing that an individual has the ability to be an effective employee. They are used in a variety of different ways and are recognised as providing a record of teaching and learning.

The skills passport is part of the Employing PAs Handbook and can be downloaded from the webpage www.sheffield.gov.uk/employingpas



DVD

Keep it Personal with a Personal Assistant

The aim of this DVD is to tell people what it is like to employ PAs and to describe the role of a PA. It is hoped that the DVD will encourage people who require support to think about employing PAs for themselves and also enable people who would not consider themselves as a potential "personal assistant" to understand the role and take the step to becoming one. So far over 1500 people have viewed this.

The film is available on

- YouTube: www.youtube.com/makeitpersonal2013

- The Council website www.sheffield.gov.uk/makeitpersonal

Digital Inclusion – Sheffield Online

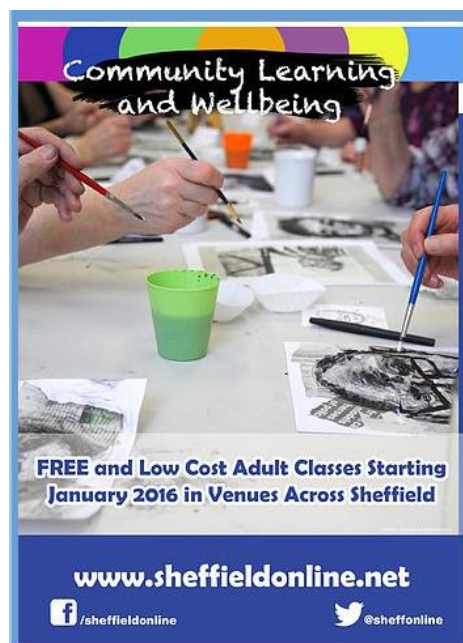
FREE and Low Cost Community & Wellbeing Classes starting IN APRIL 2016 across Sheffield.

We have some exciting FREE and low cost Community Learning & Wellbeing courses running from the beginning of APRIL across Sheffield.

Choose from a variety of Lifelong Learning courses ranging from Art to Tablets/iPads for All!

We also run drop-in FREE basic skills computer classes across the city.

To book places or find out further information, please call us on 0114 250 0613, text us at 07786 207794 or email our Learning Champion Matthew Reeve on learningchampion@heeleydevtrust.com



The Sheffield Online Project is now in its sixth year, and continues to go from strength to strength delivering free, practical and accessible IT training in Heeley and across Sheffield.

We are run by Heeley Development Trust which also delivers Lifelong Learning courses in partnership with Sheffield City Council across the city.

Please call us to find out more about our courses on 0114 250 0613 or email us on info@heeleydevtrust.co

Getting Involved

Individual Employer and Personal Assistants Development Group

Sheffield's Employer and PA Development Group is a unique group run for and by disabled people and the assistants they employ.

Its focus is to provide information and advice to support and assist Employers and identify learning and development helpful to people employing PAs. Everyone is actively involved in thinking through the initiatives and developing co-produced resources.

This last year we have focussed on two main areas of development:

Safer Restraint

Sheffield Individual Employer and PA Group together with Disability Sheffield and Active Independence have worked collaboratively to design training that is specific for this target audience and comes from the social model of disability.

This training is available as a free downloadable toolkit for those wishing to train their own staff.

Training & Learning Opportunities

We have delivered a range of drop-in and training sessions on such issues as employment rights, conflict management, disability equality & diversity alongside the general council offer.

For more information about these two developments or if you wish to get involved please contact Emily Morton at Disability Sheffield on: 0114 2536750 or emailing: info@disabilitysheffield.org.uk

Compliments, Concerns & Complaints

The Moorfoot Learning Centre aims to create a supportive and welcoming learning environment for all its customers. We particularly welcome feedback on the full range of activity from consultancy services to qualification and training delivery provided to both our internal and external customers. This applies to compliments, concerns and complaints.

If you wish to make a compliment, raise a concern or complaint then contact:

In writing:

Moorfoot Learning Centre (SCC)

Floor 1

West Wing

Moorfoot Building

Sheffield

S1 4PL

By phone on 0114 2293041

A copy of the Compliments, Concerns and Complaints procedure is available on request

List of Contacts

Disability Sheffield - Centre for Independent Living:

Address: The Circle. 33 Rockingham Lane, Sheffield, S1 4FW

Tel: 0114 253 6750

E-mail us at: info@disabilitysheffield.org.uk

Maan (Somali Mental Health)

Address: 8 Paradise Street, Sheffield, S1 2DF

Tel: 0114 2758556

Moorfoot Learning Centre (SCC):

Address: Floor 1, West Wing, Moorfoot Building, Sheffield, S1 4PL

Tel: 0114 2293041

Email: moorfootlearning@sheffield.gov.uk

Pakistani Advice Community Association (PACA)

Address: 127 Page Hall Road, Sheffield, S4 8GU

Tel: 0114 2619130

Roshni Sheffield Asian Resource Centre

Address: 444 London Road, Sheffield, S2 4HP

Tel: 0114 2508898

www.roshnisheffield.co.uk

Sharing Caring Project

Address: Sheffield Mencap & Gateway, Norfolk Lodge, Park Grange Road, Sheffield, S2 3QF

Tel: 0114 2767757

Email: scpoffice@sharingcaring.org.uk

Sheffield Carers Centre

Address: Ground Floor East, Concept House, 5 Young Street, Sheffield, S1 4UP

Tel: 0114 2788942

Sheffield Mind

Address: 57 Wostenholme Road, Sheffield, S7 1LE

Tel: 0114 2584489

Email: info@sheffieldmind.co.uk

Skills for Care:

Address: Skills for Care, West Gate, 6 Grace Street, Leeds, LS1 2RP

Tel: 0113 245 1716

Email: info@skillsforcare.org.uk

BACK TO CONTENTS PAGE

Photographs are from 'Office Disability

© Moorfoot Learning Centre – February 2015

