

# Free training for Personal Assistants and individual employers



Do you employ your own Personal Assistant(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



## **ACCESSING THE TRAINING:**

**To book a place, please email: [admin@disabilitysheffield.org.uk](mailto:admin@disabilitysheffield.org.uk) or call: (0114) 253 6750. Booking onto these courses is essential and spaces are limited.**

## **WHO THE TRAINING IS FOR:**

- Anyone who receives a social care direct payment and employs their own Personal Assistants
- 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

## **THE VENUES:**

- The Moorfoot Learning Centre, Floor 1, West Wing, Moorfoot Building, Sheffield S1 4PL
- The Circle, 33 Rockingham Lane, Sheffield S1 4FW

## **MORE INFORMATION:**

If you are looking to employ more Personal Assistants or find additional employment as a PA, don't forget to check out the Disability Sheffield PA Register where you can advertise or apply for job vacancies within the Sheffield area for FREE.

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

You can find support for employing a PA on our website by going to <https://www.disabilitysheffield.org.uk/support-for-individual-employers-and-personal-assistants>

Also on the Skills for Care PA Information Hub:

<https://www.skillsforcare.org.uk/Employing-your-own-care-and-support/Information-hub.aspx>

## For Individual Employers

### **Being A Good Employer:**

This course has been created for individual employers and is split into three models. You can attend all three or whichever ones you feel would be helpful to you.

### **Module 1 – Advertising and Recruiting**

**Thursday 27th September, 11am – 3.30pm, The Circle**

**Wednesday 22nd January, 11am – 3.30pm, The Circle**

To introduce the legal responsibilities of being an employer, to explore how to advertise and recruit for PAs.

### **Module 2 – Introduction and Probation**

**Thursday 3rd October 11am – 3.30pm, The Circle**

**Wednesday 29th January 11am – 3.30pm, The Circle**

To introduce the key elements of induction and probation, to understand why they are important and what needs to be included.

### **Module 3 – Supporting & Supervising Personal Assistants**

**Thursday 10th October 11am – 3.30pm, The Circle**

**Wednesday 5th February 11am – 3.30pm, The Circle**

To develop good working practices in managing Personal Assistants and identify future learning and support needs.

### **Right to Working UK Training**

**Tuesday 19th November, 10.30am – 12noon, The Circle**

To understand what the Right to Work in the UK means and how to carry out checks.

## For Personal Assistants

### **Moving and Handling People (Refresher Course)**

**Thursday 19th September 9.30am – 1pm,  
Moorfoot Learning Centre**

To refresh your knowledge and skills regarding safe methods and techniques for moving and handling people.

### **Emergency First Aid at Work**

**Monday 23rd September 9.30am – 4.30pm,  
Moorfoot Learning Centre**

To gain a certificate in Emergency First Aid at Work. This course will enable you to attain the knowledge and competencies needed to deal with a range of emergency first aid situations. You need to be physically able to carry out the practical elements of the course.

### **Food Safety (Refresher Course)**

**Friday 4th October 9.30am – 12.30pm,  
Moorfoot Learning Centre**

To refresh your knowledge and maintain qualifications in food safety. Suitable for those with Level 1 and 2 qualifications.

### **Eating and Swallowing**

**Wednesday 9th October 9.30am – 1pm,  
Moorfoot Learning Centre**

**Wednesday 29th January 9.30am – 1pm,  
Moorfoot Learning Centre**

To enable you to safely support people in practice with eating and swallowing (aimed at people who support someone with a learning disability) including the normal eating and swallowing processes, what can be done wrong, danger signals and good practice guidelines.

### **Mental Health Awareness**

**Friday 25th October 9.30am – 4.30pm, The Circle**

To improve your knowledge and understanding of mental health.

### **Dignity in Care**

**Wednesday 30th October 9.30am – 3.30pm**

**Moorfoot Learning Centre**

To look at how you can embed dignity into all aspects of your practice including, what is meant by dignity in care and how it can be maintained in the workplace.

### **Food Safety Level 1**

**Tuesday 5th November 9.30am – 1pm**

**Moorfoot Learning Centre**

To gain a certificate in Food Safety Level 1. The course provides you with information about the principles of food safety, to enable you to apply this knowledge and carry out safe practice.

### **Person Centred Practice**

**Thursday 7th November 1pm – 3.30pm, The Circle**

**Thursday 16th January 1pm – 3.30pm, The Circle**

To assist you in thinking through the tools, values and ethos needed for person centred practice, facilitated by a disability equality trainer, who accesses social care.

## **Safeguarding Adults Awareness (Refresher Course)**

**Wednesday 13th November 9.30am – 12.30pm,**

**Moorfoot Learning Centre**

Refresher course to enable you to fulfil your roles & responsibilities within the South Yorkshire Safeguarding Procedures.

A number of these courses meet Care Certificate Standards and / or provide evidence for the Health and Social Care Level 2 Qualification Credit Framework (QCF). To enquire which courses provide this, please email to: [admin@disabilitysheffield.org.uk](mailto:admin@disabilitysheffield.org.uk)

## **Moving and Handling People**

**Thursday 21st November 9.30am – 4.30pm,**

**Moorfoot Learning Centre**

**Monday 20th January 9.30am – 4.30pm,**

**Moorfoot Learning Centre**

To enable you to gain an understanding of safe methods and techniques for moving and handling.

## **Safeguarding Adults Awareness**

**Monday 9th December 9.30am – 12.30pm**

**Moorfoot Learning Centre**

To enable you to fulfil your roles and responsibilities within the South Yorkshire Safeguarding procedures including; outlining what safeguarding and harm is, identifying adults at risk and exploring what needs to be done if abuse is disclosed, witnessed or suspected.

## **Dementia Awareness**

**Monday 13th January 9.30am – 12.30pm,**

**Moorfoot Learning Centre**

To raise awareness about Dementia including, understanding possible signs and symptoms of Dementia and how to support someone with Dementia.

## Promoting Effective Communication & Relationships

Thursday 13th February 9.30am – 12.30pm

### Moorfoot Learning Centre

For people new to their role, this will provide you with an induction to promoting effective communication and relationships. It also explores the importance of handling information, agreed ways of working, relevant legislation and the recording, storing and sharing of information.

## PROGRAMME GUIDE 2019 - 2020

### For Individual Employers

### November 2019

### September 2019

#### Thurs 27th

Being a Good Employer 1:  
Advertising and Recruiting

#### Tues 19th

Right to Work in the UK training

### January 2020

#### Wed 22nd

Being a Good Employer 1:  
Advertising and Recruiting

### October 2019

#### Thurs 3rd

Being a Good Employer 2:  
Introduction and Probation

#### Wed 29th

Being a Good Employer 2:  
Introduction and Probation

### February 2020

#### Thurs 10th

Being a Good Employer 3:  
Supporting and Supervising

#### Wed 5th

Being a good employer 3:  
Supporting and Supervising

## For Personal Assistants

### September 2019

**Thurs 19th**

Moving and Handling People  
(Refresher Course)

**Mon 23rd**

Emergency First Aid at Work

### October 2019

**Fri 4th**

Food Safety (Refresher  
Course)

**Wed 9th**

Eating and Swallowing

**Fri 25th**

Mental Health Awareness

**Wed 30th**

Dignity in Care

### November 2019

**Tues 5th**

Food Safety Level 1

**Thur 7th**

Person Centred Practice

**Wed 13th**

Safeguarding Adults  
Awareness (Refresher Course)

**Thurs 21st**

Moving and Handling People

### December 2019

**Mon 9th**

Safeguarding Adults  
Awareness

### January 2020

**Mon 13th**

Dementia Awareness

**Thur 16th**

Person Centred Practice

**Mon 20th**

Moving and Handling People

**Wed 29th**

Eating and Swallowing

### February 2020

**Thurs 13th**

Promoting Effective  
Communication &  
Relationships