



Free On-line Training 20 - 21

for people in receipt of a direct payment and their PAs

Who is the training 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

Please Note: Unfortunately this training is not available to people who are fully funded through Continuing Health Care and receive a Personal Health Budget

To book a place:

admin@disabilitysheffield.org.uk
0114 2536750

- On-line Zoom sessions
- Replacement PA costs if required
- Workbook training available

Funded by



Training Programme Dates 20 - 21

For Individual Employers **IE** For Personal Assistants **PA**

November

Fri 27th pm Disability Equality **PA**

December

Tues 1st am Person centred practice part 1. **PA**

Thurs 3rd pm Introduction to Makaton **PA IE**

Fri 4th pm Mental Health Awareness **PA**

Mon 7th (1hr session) Person centred practice part 2. **PA**

Fri 11th pm Autism Awareness **PA**

January

Fri 15th pm Mental Health Awareness **PA**

Fri 22nd pm Disability Equality **PA**

Wed 27th pm Being a Good Employer 1.
Selection and Recruitment **IE**

Tues 26th am Medication management & administration **PA**

February

Wed 3rd pm Being a Good Employer 2.
Induction and Probation **IE**

Wed 20th pm Being a Good Employer 3.
Support and Supervision **IE**

Fri 12th pm Autism Awareness **PA**

Thurs 18th am Introduction to Makaton **PA IE**

March

Mon 8th Medication management & administration **PA**

Wed 10th am Person centred practice part 1. **PA**

Mon 15th Person centred practice part 2. **PA**

Contents of Training

Autism Awareness

To improve your knowledge and understanding of Autism, facilitated by trainers with live experience of autism

Being a Good Employer

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

Module 1. Advertising and Recruiting

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

Module 2. Induction and Probation

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

Module 3. Supporting and Supervising Personal Assistants

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

Disability Equality

To improve your knowledge and understanding of disability equality, facilitated by a disability equality trainer, with lived experience of disability.

Introduction to Makaton

An introduction to Makaton and its key benefits including; introducing Makaton using "key words", the Makaton alphabet and finger spelling, signs and symbols

Medication Management and Administration

Covers key areas including; types of medications, routes of entry, the '5 rights', dispensing, record-keeping and DP, reporting errors, controlled drug protocols

Mental Health Awareness

To improve your knowledge and understanding of mental health, facilitated by trainers with lived experience of mental health

Person centred practice

To assist you in thinking through the tools, values and ethos needed for person centred practice. This training includes 2 sessions plus some written reflective practice. Facilitated by a disability equality trainer, who accesses social care.

Sheffield City Council Training Workbooks

- Eating and Swallowing
- Food safety Level 1
- Infection Control
- Moving and Handling Refresher
- Promoting Communication
- Safeguarding Adults

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/apply for job vacancies within the Sheffield area for FREE

www.disabilitysheffield.org.uk/pa-register

You can find support for employing a PA by going to our website:

www.disabilitysheffield.org.uk/support-for-individual-employers-and-personal-assistants

or emailing:

directpayments@disabilitysheffield.org.uk

And on the Skills for Care PA Information Hub:

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

For information about coronavirus for people in receipt of a direct payment and PAs:

www.disabilitysheffield.org.uk/coronavirus-information-and-support#1t