Employing personal assistants toolkit

Training and tests

EasyRead version
Training

Your personal assistant needs good training.

This will help them be a good worker.

They need to work safely with you.

They may need to be trained to keep within the law. This might be where they are giving you medicines and drugs. It may be if they have to lift you.

They also need to keep up to date with new law.
When your personal assistant started the job you talked about training needs.

Here are some training courses a lot of personal assistants do:

- moving and handling
- food safety
- first aid
- infection control.
You may also need training yourself. This will help you be a good boss.

You might want help in:

- choosing the right worker
- being a good boss
- employment law
- supervision
- keeping notes and records.

Make sure you keep a record of any training.

Go to:

www.skillsforcare.org.uk/PAtraining
Qualifications

Training may lead to tests or qualifications.

Skills for Care has many Adult Social Care Qualifications.

There are 3 levels of qualifications:

- Awards
- Certificates
- Diplomas

You can get more information on this at: www.skillsforcare.org.uk/qualifications
Money for training

If you are the boss of a personal assistant you can ask for money to get training. This is called a grant. It can be used for you and your personal assistant.

For more information go to:
www.skillsforcare.org.uk/iefunding

Or:
www.tinyurl.com/NHSenglandPHB

Or call:
0113 245 1275.
Supporting your personal assistant

There is lots of information to help you think about training for your personal assistant.

Go to:
www.skillsforcare.org.uk/PAtraining

Your personal assistant could do an Apprenticeship.

You could also hire an apprentice to be your personal assistant.

You can find out more about this at:
www.skillsforcare.org.uk/PAapprenticeships

And

www.apprenticeships.org.uk

or call 0113 245 1275.