

Free training for Personal Assistants and Individual Employers 2021/2022

Do you employ your own Personal Assistants(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

Funded by



ACCESSING THE TRAINING:

All bookings need to be made using the link to EventBrite. Booking onto these courses is essential and spaces are limited.

WHO THE TRAINING IS FOR:

- Anyone who receives a social care direct payment or personal health budget
- 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

TRAINING TYPE:

There is a mix of virtual and face to face training. Please note that the face to face training may be changed to virtual if the Covid situation changes. You will receive notification of this if it happens. We will endeavor to create a Covid safe environment for all our face to face training by encouraging participants to wear masks and maintain social distancing. We will provide masks and hand sanitizers for participants during each session.

MORE INFORMATION:

Funding available for individual employer expenses, including replacement PA costs.

If you have any access requirements that we need to consider please include this information when making the booking on Eventbrite.

For more information about the training or for help with booking on to any of the sessions please get in touch with us by email admin@disabilitysheffield.org.uk or by telephone 0114 253 6750

FOR PERSONAL ASSISTANTS

Autism Insight Training

26th November 2022 9.30am - 12.30pm (online)

<https://www.eventbrite.co.uk/e/autism-insight-training-tickets-199232689337>

11th February 12.30pm - 3.30pm (face to face)

<https://www.eventbrite.co.uk/e/autism-insight-training-tickets-199237744457>

Introduction to autism through personal insight, training covers Tier 1 core capabilities framework.

Emergency First Aid at Work (accredited)

3rd December 2021 9.30am - 4pm (face to face)

<https://www.eventbrite.co.uk/e/emergency-first-aid-at-work-accredited-tickets-198891839847>

10th February 2022 9.30am - 4pm (face to face)

<https://www.eventbrite.co.uk/e/emergency-first-aid-at-work-accredited-tickets-199055108187>

This qualification is to enable learners to attain the knowledge and competencies needed to deal with a range of emergency first aid situations.

Food Safety Level 1

8th December 2021 9.30am - 12.30pm (online)

<https://www.eventbrite.co.uk/e/food-safety-level-1-tickets-199059290697>

22nd February 2022 12.30pm - 3.30pm (face to face)

<https://www.eventbrite.co.uk/e/food-safety-level-1-tickets-199105127797>

This course provides learners with information about the principles of food safety, to enable you to apply this knowledge and carry out safe practice.

Infection Control

14th January 2022 9.30am - 12.30pm (online)

<https://www.eventbrite.co.uk/e/infection-control-tickets-199201144987>

25th March 2022 12.30pm - 3.30pm (face to face)

<https://www.eventbrite.co.uk/e/infection-control-tickets-199206029597>

A course to enable learners to understand infection control in the home.

Introduction to Makaton

21st January 2022 9.30am - 12.30pm (online)

<https://www.eventbrite.co.uk/e/introduction-to-makaton-tickets-199209479917>

17th March 2022 12.30pm - 3.30pm (face to face)

<https://www.eventbrite.co.uk/e/introduction-to-makaton-tickets-199213642367>

To gain an understanding of the principles and benefits of using Makaton with people who have communication difficulties, enabling more effective communication strategies through the use of signs and symbols in every day life.

Medical administration and management training

(social care direct payment recipients and self funders only)

25th November 2021 9.30am - 12.30pm (online)

<https://www.eventbrite.co.uk/x/medication-administration-and-management-training-tickets-198828640817>

27th January 2022 12.30pm - 3.30pm (Face to Face)

<https://www.eventbrite.co.uk/e/medication-administration-and-management-training-tickets-198836464217>

Key areas including types of medication, routes of entry, the '5 rights', dispensing, record-keeping and DP, reporting errors, controlled drug protocols amongst others.

Mental Health Insight Training

28th January 2022 9.30am - 12.30pm (online)

<https://www.eventbrite.co.uk/e/mental-health-training-tickets-199219981327>

15th March 2022 12.30pm - 3.30pm (face to face)

<https://www.eventbrite.co.uk/e/mental-health-training-tickets-199225688397>

Introduction to mental health through personal insight.

Moving and Handling People and Objects

14th December 2021 9.30am - 3.30pm (face to face)

<https://www.eventbrite.co.uk/e/moving-and-handling-people-and-objects-tickets-199151325977>

14th March 2022 9.30am - 3.30pm (face to face)

<https://www.eventbrite.co.uk/e/moving-and-handling-people-and-objects-tickets-199178286617>

A course to enable learners to gain an understanding of safe methods and techniques for moving and handling.

PA and Prospective PA workshops

7th December 2021 10.30am - 12pm (online)

<https://www.eventbrite.co.uk/e/pa-and-prospective-pa-workshop-tickets-199243521737>

10th March 2022 1pm - 2.30pm (face to face)

<https://www.eventbrite.co.uk/e/pa-and-prospective-pa-workshop-tickets-199248526707>

Overview of roles and responsibilities of being a PA, opportunity to meet with other PAs. Based on resources currently being developed.

Person Centred Practice

10th December 2021 10am - 1pm (online)

<https://www.eventbrite.co.uk/e/person-centred-practice-tickets-199264444317>

Follow Up: 17th December 2021 10am - 1pm (online)

<https://www.eventbrite.co.uk/e/follow-up-from-person-centred-practice-training-tickets-199267864547>

7th February 2022 10am - 1pm (face to face)

<https://www.eventbrite.co.uk/e/person-centred-practice-tickets-199272719067>

Follow up: 15th February 2022 10am - 1pm (face to face)

<https://www.eventbrite.co.uk/e/follow-up-from-person-centred-practice-training-tickets-199277693947>

Safe Restraint Practice

18th February 2022 1pm - 4pm (online)

<https://www.eventbrite.co.uk/e/safe-restraint-practice-tickets-199280392017>

22nd March 2022 1pm - 4pm (face to face)

<https://www.eventbrite.co.uk/e/safe-restraint-practice-tickets-199282949667>

Workshop to encourage and facilitate carers, personal assistants and individual employers to navigate and talk about the difficult subject of restraint.

Safeguarding Training

24th November 2021 2pm - 3.30pm (online)

<https://www.eventbrite.co.uk/e/safeguarding-training-tickets-199287964667>

14th February 2022 2pm - 3.30pm (face to face)

<https://www.eventbrite.co.uk/e/safeguarding-training-tickets-199293130117>

To enable learners to develop their knowledge and understanding of safeguarding practice. These sessions are supported by people who receive social care services and have experience of safeguarding in Sheffield.

FOR INDIVIDUAL EMPLOYERS

Being a good employer

5 online training sessions covering different aspects of being a good employer, followed by a final session providing participants to network and share good practice.

Selection and Recruitment

23rd November 2021 1pm - 2.30pm

<https://www.eventbrite.co.uk/e/being-a-good-employer-selection-and-recruitment-tickets-199316048667>

Induction and Early Days

15th December 2021 1pm - 2.30pm

<https://www.eventbrite.co.uk/e/being-a-good-employer-induction-and-early-days-tickets-199322889127>

Rota and day to day management

13 January 2022 1pm - 2.30pm

<https://www.eventbrite.co.uk/e/being-a-good-employer-rota-and-day-to-day-management-tickets-199326901127>

Support and Supervision

8th February 2022 1pm - 2.30pm

<https://www.eventbrite.co.uk/e/being-a-good-employer-support-and-supervision-tickets-199332006397>

Planning and learning development / training

9th March 2022 1pm - 2.30pm

<https://www.eventbrite.co.uk/e/being-a-good-employer-planning-and-learning-development-training-tickets-199355265967>

Sharing good practice / Networking

31st March 2022 1pm - 4pm

<https://www.eventbrite.co.uk/e/being-a-good-employer-sharing-good-practice-networking-tickets-199360491597>

This session may be delivered face to face at a suitable venue. Attendees will be notified nearer the time.

IT Skills Training

6 online training session covering a range of topics, such as social media, apps, safety. These sessions will be tailor made to suit the needs of the attendees.

Introductory sessions (online)

7th January 2022 10am - 12pm

<https://www.eventbrite.co.uk/e/it-skills-introductory-session-tickets-199363891767>

19th January 2022 2pm - 4pm

<https://www.eventbrite.co.uk/e/it-skills-introductory-session-tickets-199366700167>

Come along to help design the 6 IT sessions based on your needs and areas of interest related to IT. Attendees only need to attend one of the above sessions. *Please note that you only need to attend one of the two above sessions.*

Session 1: 9th February 2022 1pm - 3pm

<https://www.eventbrite.co.uk/e/it-skills-session-1-tickets-199369568747>

Session 2: 15th February 2022 1pm - 3pm

<https://www.eventbrite.co.uk/e/it-skills-session-2-tickets-199371564717>

Session 3: 22nd February 2022 1pm - 3pm

<https://www.eventbrite.co.uk/e/it-skills-session-3-tickets-199374042127>

Session 4: 1st March 2022 1pm - 3pm

<https://www.eventbrite.co.uk/e/it-skills-session-4-tickets-199377953827>

Session 5: 8th March 2022 1pm - 3pm

<https://www.eventbrite.co.uk/e/it-skills-session-5-tickets-199382547567>

Session 6: 15th March 2022 1pm - 3pm

<https://www.eventbrite.co.uk/e/it-skills-session-6-tickets-199389187427>

Safe Restraint Practice

18th February 2022 1pm - 4pm (online)

<https://www.eventbrite.co.uk/e/safe-restraint-practice-tickets-199280392017>

22nd March 2022 1pm - 4pm (face to face)

<https://www.eventbrite.co.uk/e/safe-restraint-practice-tickets-199282949667>

Workshop to encourage and facilitate carers, personal assistants and individual employers to navigate and talk about the difficult subject of restraint.

PROGRAMME GUIDE 2021 - 2022

FOR PERSONAL ASSISTANTS

November 2021

Weds 24th - Safeguarding training

Thurs 25th - Medical administration and management training

Fri 26th - Autism Insight training

December 2021

Fri 3rd -Emergency First Aid at work

Tues 7th - PA and Prospective PA workshop

Weds 8th - Food Safety

Fri 10th - Person Centred Practice (PCP)

Tues 14th - Moving and handling

Fri 17th - Follow up from PCP

January 2022

Fri 14th - Infection Control

Fri 21st - Makaton

Thurs 27th - Medical administration and management training

Fri 28th - Mental Health Training

February 2022

Mon 7th - Person Centred Practice (PCP)

Thurs 10th - Emergency First Aid at work

Mon14th - Safeguarding

Tues15th - Follow up from PCP

Fri 11th - Autism Insight Training

Fri 18th - Safe Restraint Practice

Tues 22nd - Food Safety

March 2022

Thurs 10th - PA and Prospective PA workshop

Mon 14th - Moving and Handling

Tues 15th Mental Health

Fri 17th - Makaton

Tues 22nd - Safe Restraint practice

Fri 25th - Infection Control

For Individual Employers

November 2021

Tues 23rd - Selection and Recruitment

Tues 15th - IT training: session 2

Fri 18th - Safe Restraint practice

Tues 22nd - IT training: session 3

December 2021

Weds 15th - Induction and Early days

January 2022

Fri 7th - Introductory IT session

Thurs 13th - Rota and day to day management

Weds 19th - Introductory IT session

February 2022

Tues 8th - Support and Supervision

Weds 9th - IT training: session 1

March 2022

Tues 1st March - IT training; session 4

Tues 8th March - It training: session 5

Weds 9th - Planning learning development / training

Tues 15th - IT training session 6

Tues 22nd - Safe Restraint Practice

Thurs 31st - Sharing good practice / networking

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 find out more about job vacancies within the Sheffield area for FREE.

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-for-individual-employers/Recruiting-a-PA.aspx>