



# 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

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### 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	<b>PA</b>
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## December

Tues 1st am	Person centred practice part 1.	<b>PA</b>
Thurs 3rd pm	Introduction to Makaton	<b>PA IE</b>
Fri 4th pm	Mental Health Awareness	<b>PA</b>
Mon 7th (1hr session)	Person centred practice part 2.	<b>PA</b>
Fri 11th pm	Autism Awareness	<b>PA</b>

## January

Fri 15th pm	Mental Health Awareness	<b>PA</b>
Fri 22nd pm	Disability Equality	<b>PA</b>
Wed 27th pm	Being a Good Employer 1. <i>Selection and Recruitment</i>	<b>IE</b>
Tues 26th am	Medication management & administration	<b>PA</b>

## February

Wed 3rd pm	Being a Good Employer 2. <i>Induction and Probation</i>	<b>IE</b>
Wed 10th pm	Being a Good Employer 3. <i>Support and Supervision</i>	<b>IE</b>
Fri 12th pm	Autism Awareness	<b>PA</b>
Thurs 18th am	Introduction to Makaton	<b>PA IE</b>

## March

Mon 8th	Medication management & administration	<b>PA</b>
Wed 10th am	Person centred practice part 1.	<b>PA</b>
Mon 15th	Person centred practice part 2.	<b>PA</b>



# 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](http://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](http://www.disabilitysheffield.org.uk/support-for-individual-employers-and-personal-assistants)**

or emailing:

**[directpayments@disabilitysheffield.org.uk](mailto: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](http://www.disabilitysheffield.org.uk/coronavirus-information-and-support#1t)**