**Doncaster Council provide FREE training that is available to Personal Assistants (PAs)**

**Why is training important?**

**O**ffering training is essential to make sure a Personal Assistant:

* can work safely
* meet the requirements of the employer’s insurer
* are good at the job and develop their skills
* develop confidence and a sense of achievement
* enjoy their job and want to keep doing it!

**What is available?**

**D**oncaster Council provide training in a variety of Health and Social Care related subjects like Moving and Handling, Safeguarding Adults, Healthy Eating, and much more. There is a training guide available and the Adult Workforce Team can provide you with it on request. Ring 01302 736576

**Qualifications are also available**

**Diploma in Health and Social Care (Personal Assistants route)**

The nationally recognised Level 2 or 3 Diploma in Health and Social Care (Adults) includes a route specifically for Personal Assistants and confirms competence in some key areas of Health and Social Care.

For more information please contact AWFT@doncaster.gov.uk or ring 01302 737806.

**M**oney is available to pay for things like travel expenses, paying staff to cover while a regular PA is attending training or to pay for other training you might want that isn’t free.

Please visit <http://www.skillsforcare.org.uk/Learning-development/Funding/Individual-employer-funding/Individual-employer-funding.aspx>

Ring: 0113 241 1275 or

Email: funding@skillsforcare.org.uk to apply.

**To get started!**

**Y**ou will need to be set up with a log in for Doncaster Council’s Learning Zone, you then can browse through what training is on offer and booked on.

Email: awft@doncaster.gov.uk and request a set up form or ring 01302 736576



Penderels Trust is a not-for-profit organisation that provides advice and guidance to people with disabilities and long term health conditions.

Penderels are working in partnership with Doncaster Council to support adults and children who receive a direct payment to get the most out of their care money and to achieve their goals. Our support includes:

* Support when recruiting a personal assistant
* Guidance on all aspects of becoming a good employer including legal obligations and responsibilities
* Support when choosing and using a care agency
* Help with money management and keeping accurate records
* Payroll services
* Managed accounts
* Training for employers and PAs

Their support is provided by a team of friendly and experienced independent living advisers based at our accessible office in Doncaster.

Training courses on offer:

|  |  |  |  |
| --- | --- | --- | --- |
| **Topic** | **Format** | **Title/Content**  | **Duration** |
| Individual Employer Training | Classroom | **How to be a good employer**Training to support people who directly employ care and support staff for themselves or someone else to include employment basics, recruitment, induction, support and supervision. | 1 day  |
| Individual Employer Training | Classroom | **Keeping Yourself Safe**A session that gives individual employers the skills and knowledge to keep themselves safe. Focuses on taking sensible precautions (e.g. keeping safe online, handling door step sellers), maintaining professional boundaries with personal assistants and covers safeguarding (what to look out for, how to report). | 1 day |
| Personal Assistant Training | Classroom | **Being a Great PA**A session for PAs that covers understanding the role, rights and responsibilities, person centred care, dignity and respect, communication and maintaining professional boundaries. | 1 day |

Contact details:

Tel: 01302 897115

Email: Doncaster@penderelstrust.org.uk

Website: [www.penderelstrust.org.uk](http://www.penderelstrust.org.uk)