**A close-up of a logo

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**Funded training 2023/24**

**available through local user led organisations**

Skills for Care has awarded funding to 22 organisations to deliver training aimed at personal assistants and their employers between now and the end of March 2024.

If you would like to access any of the training, please contact the organisations directly.

In some circumstances costs to cover travel and replacement PA support is also available.

Organisations by area: (Ctrl+Click to follow link)

[**Eastern** 3](#_Toc142395752)

[The Disability Resource Centre (Bedfordshire) 3](#_Toc142395753)

[**London and the South East** 4](#_Toc142395754)

[Disability Advice Service Lambeth (DASL) 4](#_Toc142395755)

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[Leeds Centre for Integrated Living 19](#_Toc142395778)

# **Eastern**

## The Disability Resource Centre (Bedfordshire)

Website: <https://drcbeds.org.uk/>

Phone: 01582 470 900

Email: info@drcbeds.org.uk

Training is provided through their Care Academy, with a flexible package of training based on identified needs for IEs and PAs as well as options for pre-employer and employment pathways for PAs.

Training can be delivered using e-learning, online live videos and classroom and can include subjects such as (list is not exhaustive):

Introduction to being a PA and roles and responsibilities

Pre-employment skills training for personal assistants (PAs)

[Care Certificate standards](https://www.skillsforcare.org.uk/Developing-your-workforce/Care-Certificate/Care-Certificate.aspx)

Introduction to becoming an individual employer

Palliative and advanced care planning workshop

Emergency first aid

Health and wellbeing

Autism awareness

Visual impairment

Other condition specific awareness training

# **London and the South East**

## Disability Advice Service Lambeth (DASL)

Website: <https://www.disabilitylambeth.org.uk/>

Phone: 020 7738 5656

Email: enquiry.line@disabilitylambeth.org.uk

Training is to support people employing personal assistants (PAs) and will cover the following subjects:

* Payroll for Individual Employers
* Insurance and Legal Advice
* Safe recruitment
* Staff management

## Independent Lives (West Sussex)

Website: <https://www.independentlives.org/>

Phone: 01903 219482 (option 4)  
Email: [training@independentlives.org](mailto:training@independentlives.org)

Training will either be classroom based, as a workbook or via Zoom, contact Independent Lives directly for full details on how training will be delivered:

Basic First Aid

Dementia awareness

Disability awareness

Care Certificate

Challenging behaviours

Equality, Diversity and Inclusion

Food Hygiene

Health and safety

Infection control

Introduction to PA work

Introduction to Autism

Introduction to Personal Safety for Lone Workers

Manual Handling

Medication awareness

Mental Capacity

Safeguarding

Employer training – via Zoom:

Employing a new PA

Recruitment and advertising

Becoming a fair employer

Effective management

Makaton level 1

Makaton level 2

Pica Awareness

Sensory considerations

Understanding stress and anxiety in Autism

Working with and supporting pathological demand avoidance (PDA) young people and adults

Introduction to a Trauma Informed Approach

## Kingston Centre for Independent Living

Website: <https://kcil.org.uk/>

Phone: 020 8546 9603

Email: enquiries@kcil.org.uk

Training will be delivered in a mixture of online e-learning and classroom setting in the local community:

Being a Good Boss (one to one training in person at home or at KCIL’s office)

Emergency First Aid at Work (in person)  
Infection Control (online)

Manual Handling Awareness

Manual Handling Practical (in person)

Mental Health Awareness (in person or e-learning)

PA Induction Course (in person – both employers and PAs can attend together)

Safeguarding (e-learning)

## Pathfinders Neuromuscular Alliance

Website: <https://www.pathfindersalliance.org.uk/>

Contact: <https://www.pathfindersalliance.org.uk/contact/>

<https://www.pathfindersalliance.org.uk/courses/>

Training for PA Employers, delivered virtually:

* Introduction to becoming a PA Employer
* Taking Charge of Your Care
* Advertising and Hiring with High Support Needs
* Managing and Structuring a Team for 24 Hour Care
* Maintaining Your Autonomy and Independence
* Safe Conflict and Difficult Conversations
* Preparing for Change - Virtual Training
* QandA - How to be a good PA Employer

Training for personal assistants (PAs), delivered virtually:

Module 1.1: Introduction to Neuromuscular Conditions

Module 1.2: Independence and the Social Model of Disability

Module 1.3: Neuromuscular Conditions and Common Emergencies

Module 1.4: Common Equipment Used by People with Neuromuscular Conditions

Module 2.1: Ventilation - PA Training Programme

Module 2.2: Posture, Skin and Positioning

Module 2.3: Swallowing and Nutrition

Module 2.4: Physiotherapy and Exercise

Module 3.1: Working in Someone's Home and Workplace

Module 3.2: Supporting Disabled People as Parents

Module 3.3: Respect, Intimacy and Personal Care - PA Training

Module 3.4: Supporting People with Sex and Relationships

Module 3.5: Supporting People with Their Emotional Health

## RUILS (Richmond Users Independent Living Scheme)

Website: <https://www.ruils.co.uk/>

Phone: 020 8831 6083

E-mail: [info@ruils.co.uk](mailto:info@ruils.co.uk)

Deaf awareness (in person)

Equality and diversity (online)

First Aid in the Workplace (in person)  
Health and Safety awareness (online)  
Infection control (online)

Working with Individuals with Learning Disabilities (online tutor led)

Being an Independent Employer (IE) (online tutor led): This session will introduce current IEs and people who are becoming an IE to:

* Employment legislation
* Recruitment
* Inductions
* Supervision
* Boundaries
* Disciplinary and Grievances
* Health and Safety incl. risk assessments.

## Spectrum Centre for Independent Living (Southampton)

Website: <https://spectrumcil.co.uk/>

Telephone: 023 8033 0982

Textphone (Minicom): 023 8020 2649

Email: info@spectrumcil.co.uk

PA Employer Training for new employers (and those considering)

* Pros and cons of employing PAs
* Employer responsibilities and legal requirements (Contracts of employment, Grievance and disciplinary procedures etc)
* Recruiting, retaining and managing PAs
* Boundaries and expectations of the employer and employee relationship
* Record keeping

PA Employer Training: already employing PAs

* Contracts of employment
* Grievance and disciplinary procedures
* Ending the employment contract.
* How to manage underperforming PAs
* Recruiting and managing PAs
* Understanding the role of an employer or employer responsibilities
* Managing staff
* Boundaries and expectations of the employer and employee relationship
* Supervision, training and development
* Record keeping

PA training:

* Moving and handling
* First Aid
* Infection control
* Communication support
* Training to support specific conditions (e.g. autism, dementia etc.)
* Understanding the role of a Personal Assistant
* Boundaries and expectations of the employer and employee relationship
* Disability Equality Training

## Surrey Independent Living Council (SILC)

Website: <https://www.surreyilc.org.uk/>

Phone: 01483 458 111

Email: admin@surreyilc.org.uk

Assisted Eating and Drinking

Autism Awareness

Dementia Awareness

Diabetes Awareness

Emergency First Aid at Work (EFAW) Accredited (classroom)

Epilepsy Awareness

Food Hygiene Awareness

Health and Safety Awareness

Individual Employer Webinars

Infection Control

Introduction to being a Personal Assistant

Introduction to being an Employer

Learning Disability Awareness

Medication Awareness

Mental Capacity Act (MCA) 2005 Level 1

Moving and Positioning - fully certificated (in employer’s home)

Nutrition and Hydration

Person Centred Care

Responding to Behaviour that Challenges

Safeguarding Adults Level 1

# **Midlands**

## Deaf-initely Women (Belper, Derbyshire)

Website: <https://www.deafinitelywomen.org.uk/>

Tel/Fax: 01773 828233  
Text/Facetime: 07421 827 162  
Email: [info@deafinitelywomen.org.uk](mailto:info@deafinitelywomen.org.uk)

Training delivered by people with lived experience.

An overview on to support and communicate with deafblind people

Basic Guiding skills

Communication and acquired deaf blindness

Deaf Equality training

Supporting and communicating with deaf people with dementia

Supporting and communicating with people with dementia and acquired hearing loss

Taster British Sign Language (BSL) session

Taster Deafblind Manual

## Disability Direct – Blue Sky Brokers (Derby)

Website: <https://www.disabilitydirect.com/>

Phone: 01332 299449  
Type Talk: 18001 01332 299449

Email: [info@disabilitydirect.com](mailto:info@disabilitydirect.com)

Training for employers and personal assistants:

* Boundaries; Expectations of the Employer and Employee Relationship
* Employment Law (understanding the role of employee and employer)
* Equality and Diversity
* First Aid training (at home)
* Infection Control

Training for employers:

* Fire Safety Awareness
* GDPR
* Good Employer
* Health and safety at home
* Mental Health and Wellbeing
* Risk Assessments for Home
* Safeguarding

Training for personal assistants:

* Bespoke Pre-Employment
* Dementia awareness
* Dignity in care
* Disability awareness
* Fire Safety Awareness
* Food Hygiene Safety
* GDPR
* Health and safety
* Medication awareness
* Mental Health and Wellbeing
* Moving and Positioning People Safely
* Person Centred Care
* Safeguarding
* Tissue Viability

# **North West**

## Disability Positive (Cheshire)

Website: <https://disabilitypositive.org/>

Phone: [01606 331 853](tel:%2001606%20331%20853)

Email: [info@disabilitypositive.org](mailto:info@disabilitypositive.org)

Training will be available in either classroom or online settings.

Assisting and moving

First Aid

Good Employer Training

Makaton

Manual handling

Safeguarding adults

## Embrace Wigan and Leigh (Wigan)

Website: <https://www.embracewiganandleigh.org.uk/>

Phone: 01942 233323

Email: [info@embracewiganandleigh.org.uk](mailto:info@embracewiganandleigh.org.uk)

Training will be available via six audio courses. Each audio course will be accompanied by a short knowledge test.

**Training for personal assistants:**

* What employing personal assistants is like
* Creative support
* What being a PA is like

**Individual Employer training:**

* What PAs believe are good employers
* The do’s and don’ts of recruitment
* The benefits of having a direct payment

## Kaleidoscope Brokerage (Prestwich)

Website: <https://www.kaleidoscopebrokerage.org.uk/>

Phone: 0161 804 8178

Email: [admin@kaleidoscopebrokerage.org.uk](mailto:admin@kaleidoscopebrokerage.org.uk)

Starting right (can be delivered one to one or in classroom setting):

* The role of an employer
* The benefits of employing a PA
* Employer obligations and best practice
* Issuing a statement of role and a contract
* PA safer recruitment and retention
* Managing Safeguarding
* PA training and monitoring
* Managing a PA day-to-day
* Managing conflict and conflict resolution
* Understanding payroll and the processes

## Knowsley Disability Concern

Website: <https://www.kdc.org.uk/>

Phone: 0151 480 4090

Email: info@kdc.org.uk

The following training can be delivered face to face in employer’s home:

* Emergency First Aid at Work
* Safer Handling of Medication
* Epilepsy Awareness

Continuing professional development (CPD) certified e-learning:

* Personal Care
* Food Hygiene
* Medication Practice
* Nutrition and Hygiene
* Infection Control
* Autistic Spectrum Conditions

Purple Umbrella

Website: <http://www.purpleumbrella.org.uk/>

Email: [Contact@purpleumbrella.org.uk](mailto:Contact@purpleumbrella.org.uk)

Training offer: Signalong Foundation Course

# **South West**

## disAbility Cornwall and Isles of Scilly

Website: <https://www.disabilitycornwall.org.uk/>

Phone: 01736 759500

Email: [hello@disabilitycornwall.org.uk](mailto:hello@disabilitycornwall.org.uk)

E-learning can be accessed via Social Care TV

Basic Life Support

Bladder Health, Continence and Catheter Care

Dementia – Creating Moments of Joy for People with Dementia

Diabetes – Prevention and Support

Epilepsy Awareness and Support

Health and Safety including Food Safety, travel safety and Allergies

Medication Awareness

Mental Health Awareness

Neurological Conditions: Communication and Swallowing

Personal Safety – Lone working and Managing Challenging

Personalisation and Person -Centred Support

Safeguarding Adults at Risk

Safer Moving and Handling

## Wiltshire CIL

Website: <https://www.wiltshirecil.org.uk/>

Phone: 0300 1233 442

Email: info@wiltshirecil.org.uk

Autism and Learning Disabilities

Care Certificate Introduction

Dementia Care

Disability Ally

First Aid Awareness

Health and Safety

Moving and Handling Theory

Nutrition and Diet

Person-Centred Care

Safeguarding in Social Care

Prospective PAs

* What is a PA, advantages, the PA Register, applying for vacancies.
* Is it for me?
* Boundaries, communication.
* Thinking about Dignity and Choice and Values
* Safeguarding
* What next?

Employer Information Workshop to understand:

* payroll – how it works, why it is needed
* responsibilities to HMRC
* statutory responsibilities around annual leave, SMP, SSC etc
* employment law and responsibilities as an employer

# **Yorkshire, Humberside and the North East**

## Bringing Us Together

Website: <https://bringingustogether.org.uk/>

Phone: 07908 624549

Email: Katie@bringingustogether.org.uk

Being the Boss – workshops for individual employers will be delivered over three sessions:

* Managing teams
* Recruitment
* Mental health and wellbeing

## Darlington Association on Disability

Website: <https://www.darlingtondisability.org/>

Phone: 01325 489999

Email: [mail@darlingtondisability.org](mailto:mail@darlingtondisability.org)

Classroom training:

* Autism awareness
* First Aid
* Food nutrition and meal times
* How to be a Good PA
* Manual Handling
* Medication Administration
* How to be a good PA

Online training via IHASCO:

* Health and safety
* Infection control
* Safeguarding

Training for employers:

* Starting Out – Becoming an employer (Webinar and a face-to-face session)
* Employers Masterclass (Webinar or distance learning)
* Recruiting a PA

## Disability North

Website: <https://www.disabilitynorth.org.uk/>

Phone: 0191 284 0480

Email: [reception@disabilitynorth.org.uk](mailto:reception@disabilitynorth.org.uk)

Foundation Personal Assistant training – Key Values. A full one-day course covering the following learning:

* What is Personalisation?
* The role of a Personal Assistant (PA)
* Employer responsibilities and PA responsibilities
* Values and skills of a PA
* The medical and social models of disability
* Direct Payments and Social Care, the history and how does it work?
* The real impact of having a PA
* The keys to citizenship and person-centred support
* Inclusion, equality, diversity, and discrimination
* Health and safety
* Confidentiality
* When things are not working and how to have good conversations.
* Keeping people safe (Safeguarding adults and children)
* A PA career, how to get started.

Getting the most from your Personal Assistant. This one-day course covers

* Building a positive working relationship
* Ensuring your PA has the right values for your role
* Your responsibilities as an employer
* The importance of a good induction
* Having better conversations
* Implementing good supervision
* Support for your PA

## Disability Sheffield Centre for Independent Living Ltd

Website: www.disabilitysheffield.org.uk/

Phone: 0114 253 6750  
Email: [info@disabilitysheffield.org.uk](mailto:info@disabilitysheffield.org.uk?subject=Website%20Enquiry)

Medication awareness

Emergency first aid at work

Food safety

Moving and handling people and objects

Mental health insight

Autism insight

Developing digital, data and IT skills

## Leeds Centre for Integrated Living

Website: <https://www.leedscil.org.uk/>

Phone: 0113 231 1125

How to manage your own Personal Assistants: delivered by an individual employer and will explore opportunities to share personal experiences and consider how good recruitment approaches can help in ‘real-life’ situations between PA employers and their PAs.