

### **Who can apply for this funding?**

Any individuals who live in England are over the age of 18 and directly employ their own care and support staff can access this funding providing it is to pay for the learning and development of themselves and/or their personal assistants.

### **What training will be funded?**

We will fund any training, development or qualifications that shows value for money and meets the care and management needs of the individual employer and their personal assistants. The money cannot be used to pay for health related courses/qualifications (for example, nursing, midwifery, dentistry). To be eligible for funding, all training or qualifications must be paid for and started before 31 March 2016.

### **When can I apply for the funding?**

Individual employers can apply anytime between now and 5pm on Monday 29 February 2016. Grant funding will be allocated on a 'first come, first served' basis for training courses starting before 31 March 2016. If the application is successful funding will be paid directly into the individual employer's bank account within four weeks and no later than 31 March 2016. This means training can be paid for before individual employers or personal assistants attend the course(s).

### **How do I apply for the funding?**

To apply for funding an application form must be fully completed. The individual employer receiving the funding does not have to complete the form, this could be done by a personal assistant, family member or support organisation, but it must be signed by the individual employer (or the person with the power of attorney in certain circumstances). Before completing the form make sure you read the grant funding guidance. After completing and signing the application form, email it to [funding@skillsforcare.org.uk](mailto:funding@skillsforcare.org.uk). It can also be sent by post to Information Officer, Skills for Care, West Gate, Grace Street, Leeds, LS1 2RP.

### **Are training providers eligible?**

No, the funding is only available for individual employers. Training providers can support individual employers to complete the application form but the individual employer must be the person who signs and submits the application (or the person with the power of attorney in certain circumstances). All funding will be sent to the individual employer.

### **Are agencies eligible?**

No, the funding is only available for individual employers. Agencies can support individual employers to complete the application form but the individual employer must be the person who signs and submits the application (or the person with the power of attorney in certain circumstances).

**Can personal assistant apply directly?**

No, but the personal assistant can support the individual employer to complete the application.

**Can individuals receiving a personal health budget apply for this funding?**

Any individuals who only receive a personal health budget cannot apply for this funding. People who receive an integrated personal budget can apply for funding, but the funding cannot be used to pay for health related training courses. People who receive a personal health budget (PHB) should discuss training costs with their local Clinical Commissioning Group (CCG).

**I've found a training course which is free, could I still claim for my personal assistants backfill costs and travel expenses?**

Yes, backfill costs and any travel expenses can be claimed for even if you are not paying for the training. We still need to know the details of the training course including who will be delivering it.

**How much money is available?**

There is over £1million of funding available that will be awarded on a first come first served basis.

**Can I access funding from more than one of Skills for Care's funding routes?**

Yes, as long as the funding is not for the same training or qualification. For example, an individual employer could claim for a First Aid training course via this funding stream but also join a Workforce Development Fund partnership and claim for eligible QCF units.

**Can I claim money from two sources?**

It is absolutely fine to claim funding from two sources from Skills for Care's point of view as long as the individual employer is not making a profit and the same cost is not being claimed from more than one source of funding. For example the Skills Funding Agency (SFA) could be funding a course (for the diploma forming part of the apprenticeship) but the Workforce Development Fund is funding 'associated' costs e.g. employees' wages, travel expenses etc.

**Can an individual employer design and run internal training and claim for this?**

Any training would need to be assessed by a training provider before we would consider funding any internal training.

**Will Skills for Care help me find the appropriate training?**

No, Skills for Care does not find training for individual employers and personal assistants. We encourage individual employers and personal assistants to research appropriate training themselves. You may be able to find additional support from your local authority, direct payments support organisations, etc. The National Skills Academy for Social Care is developing a learning provider endorsement framework, click [here](#) for more information

**I have received a letter from my local authority about funding for training but I don't directly employ personal care.**

You may have personal assistants that your local authority has recruited for you and pays their salary on your behalf; this does not mean you cannot claim funding. You are still classed as an individual employer and would be eligible for this funding.

**What are personal assistants?**

Personal assistants (sometimes called a PAs or a Support Workers) are employed by people who need social care to allow them to live as independently as possible. Personal assistants carry out a wide range of tasks needed by the individual employer, including washing and getting dressed, cooking and feeding.

**Can an unpaid carer/family member who employs a personal assistant on behalf of the adult they care for apply for funding?**

This will be reviewed on a case by case basis. If the carer/family member is responsible for recruiting and managing personal assistants and would like to do some training on how to do payroll, how to be a good employer, managing people, etc then we will consider this. A carer/family member who employs personal assistants for an adult receiving care can apply for funding for the personal assistants on behalf of the adult.

**I am an adult who employs a personal assistant on behalf of my child, can I claim funding?**

If your child is over the age of 18, yes, you can apply for funding. For parents whose children are under the age of 18 should contact the Department for Education.

**How long will I have to wait to receive any money (or how long does it take to process my application)?**

Skills for Care aims to process all applications as quickly as possible. You should allow approximately four weeks between sending your application and receiving notification that the money has been sent to your bank account. If there are any difficulties with processing your application (e.g. missing evidence or information), then you will have to wait longer to find out if your application has been successful and receive the money.

**Can a course which has already been completed be funded?**

Yes, provided it has been completed within the current funding year, that is between 1 April 2015 and 31 March 2016. Please note that money to pay for a course, qualification or unit can only be claimed once. If your course, qualification or unit has been paid by other funding, then you cannot claim.