



# Individual Employer Funding 2015 to 2016 – money to pay for training

Personal health budget pilot project

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Application form

June 2015



Easy Read

# Important

## Green writing

In this easy-read booklet we sometimes explain what words mean.

The first time we mention any of these words, it is in **bold green** writing. Then we write what the words mean in a blue box. If any of the words are used later in the booklet, we show them in **normal green** writing.

These words and what they mean are also in a Word list at the back of the booklet.

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# Sending in your application form

You can send your application form to us by email or post.

Employers should submit early applications. Applications will be dealt with on a first come first served basis.

All application forms must be filled in and sent to us before 5pm on Monday 26 February 2016.

Our email address is [funding@skillsforcare.org.uk](mailto:funding@skillsforcare.org.uk)

Our address to post the form to is

IE Funding  
Skills for Care Ltd  
West Gate  
6 Grace Street  
Leeds  
LS1 2RP



If you have any questions you can get in touch with us.

- By telephone on 0113 241 1275
- By sending an email to [funding@skillsforcare.org.uk](mailto:funding@skillsforcare.org.uk)

# What happens next

We will tell you when we get your application form.

We will look at your application form. If you have filled it in properly and sent us all the information we need we will let you know if you can get a grant within 4 weeks.

We will let you know if you can get a grant or not.

If you can get a grant we will tell you when the money will be paid into your bank account.

## Important

Do not book or pay for any training course until we have been in touch with you and said you can have the money.

# Application form

## Employer details

### Employer

This is a person or company that pays other people to do work for them.

What is the **employer's** first and last name?

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What is the **employer's** address and postcode?

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What is the **employer's** telephone number?

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What is the **employer's** email address?

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Age of **employer**

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Put a tick in the box to show how you pay for your **personal assistants**?

### Personal assistant

This is someone who helps a disabled person to do things like getting washed, bathed and dressed.

Personal health budget (PHB) from the NHS

Integrated **personal budget**.

### Personal budget

This tells a disabled person how much money they can spend on their care and support services. It also shows how it was worked out.

How many **personal assistants** work for you?

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How many **personal assistants** will go on the training course?

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Put a tick in the box to show who the training is for?

**Employer**

**Personal assistant**

Both the **employer** and **personal assistant**

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What is the name of the NHS organisation who give you your budget?

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## Completing the form for an employer

If you are filling in the form for an **employer**, you must be the person who is helping the **employer** to apply for a grant.

What is your first and last name?

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What is your address and postcode?

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What is your telephone number?

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What is your email address?

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## Individual Employer Funding 2015–16

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What is your relationship with the **employer**?

Tick all the boxes that apply.

A person with **power of attorney**

### Power of attorney

This is a written document when one person appoints another person to act on their behalf.

A **court appointed deputy**

### Court appointed deputy

This is a person who is appointed by the Court of Protection to make decisions for someone who cannot do so on their own.

An **advocate**

### Advocate

This is someone who helps you speak up about what you want.

Parent

**Personal assistant**

NHS representative

Local council representative

Support organisation representative

Learning provider representative

Other – please specify

## Training course and cost details

Before you fill in this part of the form make sure you have read all the instructions.

### First training course

What is the name of the training course?

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What is the name and address of the learning provider?

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What are the first and last names of the person going on the training course?

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When does the course start?

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## Individual Employer Funding 2015–16

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When does the course end?

---

What will you get to show the course has finished? For example a certificate.

---

How much will the training course cost, including **Value Added Tax**?

---

How much will your travel cost?

---

How much will it cost to get a temporary **personal assistant**?

---

What is the total cost of the training course?  
To find this out, add up all the costs and write the total here.

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## Second training course

What is the name of the training course?

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What is the name and address of the learning provider?

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What are the first and last names of the person going on the training course?

---

When does the course start?

---

When does the course end?

---

What will you get to show the course has finished? For example a certificate.

---

How much will the training course cost, including **Value Added Tax**?

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## Individual Employer Funding 2015–16

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How much will your travel cost?

---

How much will it cost to get a temporary **personal assistant**?

---

What is the total cost of the training course?

To find this out, add up all the costs and write the total here.

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## Third training course

What is the name of the training course?

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What is the name and address of the learning provider?

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---

What are the first and last names of the person going on the training course?

---

When does the course start?

---

When does the course end?

---

What will you get to show the course has finished? For example a certificate.

---

How much will the training course cost, including **Value Added Tax**?

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## Individual Employer Funding 2015–16

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How much will your travel cost?

---

How much will it cost to get a temporary **personal assistant**?

---

What is the total cost of the training course?

To find this out, add up all the costs and write the total here.

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## Fourth training course

What is the name of the training course?

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What is the name and address of the learning provider?

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---

What are the first and last names of the person going on the training course?

---

When does the course start?

---

When does the course end?

---

What will you get to show the course has finished? For example a certificate.

---

How much will the training course cost, including **Value Added Tax**?

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## Individual Employer Funding 2015–16

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How much will your travel cost?

---

How much will it cost to get a temporary **personal assistant**?

---

What is the total cost of the training course?

To find this out, add up all the costs and write the total here.

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## Fifth training course

What is the name of the training course?

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What is the name and address of the learning provider?

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What are the first and last names of the person going on the training course?

---

When does the course start?

---

When does the course end?

---

What will you get to show the course has finished? For example a certificate.

---

How much will the training course cost, including **Value Added Tax**?

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## Individual Employer Funding 2015–16

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How much will your travel cost?

---

How much will it cost to get a temporary **personal assistant**?

---

What is the total cost of the training course?

To find this out, add up all the costs and write the total here.

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## Rules about how the money should be used

You must read these rules and make sure you understand them before you fill in the application form.

You will need to tick the box, print your name and write today's date in the Declaration part of the application form.

### The Workforce Development Fund

This is money given by NHS England which we use to help people in England get better skills. These are people who **employ personal assistants** and the **personal assistants** themselves.

### How and when this money must be spent

The money must be spent on care-related training for you and your **personal assistants**.

The money can be used to pay for travel costs to and from the training course.

The money can be used to pay for a temporary **personal assistant**.

The training course must be paid for and start before 31 March 2016.

### What you cannot do

You cannot use the money for these things.

You cannot pay for things you have not put down on the application form.

You cannot pay for training for delegated health care tasks.

You cannot ask for money for training that is given for free.

You cannot use the money for anything to do with a political party.

You cannot use the money for fundraising.

You cannot give this money to anyone else except to pay the costs you have put down on the application form. If you want to give the money to someone else for another reason you must ask us first.

### What you must do

You must use the money in the way you have said on your application form.

You must send us proof of all your costs with your application form. If you do not do this your application will be delayed.

You must send us proof that your training course has finished within 4 weeks of it ending. If you do not do this we will ask you to send back the grant.

You must send us any money you have not used for the costs you put down on your application form by 29 April 2016.

You must keep a record of all your invoices, receipts and any other documents for at least 6 years after the training course finished. This is because our **auditor** may want to see them.

### Auditor

This is a person who carefully looks at the records about money that has been paid in and money that has been paid out. The auditor makes sure the records are correct.

You must make sure that the money will not be used to commit **fraud**.

### Fraud

This is when someone tells lies, or tricks another person, to get something, usually money. If you think fraud may be happening, tell us straight away.

## What we will do

At Skills for Care we will look at all the application forms we get. We will then decide who we can give grants to.

We will try to deal with all application forms within 4 weeks, as long as the form has been filled in properly and we have got proof of all costs. If we cannot deal with an application form within 4 weeks we will let you know the reason why.

## Individual Employer Funding 2015–16

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We will pay grants on a first come, first served basis until all the money has been used.

We will pay the grant into your bank accounts once you tell us your bank details and you have ticked the box to say you agree to all the rules about the grant.

We will look at how you use the money to make sure it has been used properly and in the best way.

We will put your details onto our computer system.

### What we will not do

We will not pay for any other costs which were not shown on your application form.

We will not change the amount of the grant if there are any price changes.

### Data protection

Skills for Care understands that you have a right to keep your information private.

Any personal information you give us will only be used for the reason it was sent to us.

We will keep your personal details safe. We will not pass your details on to anyone else unless you tell us we can do so or unless we have to do so to follow the law.



## Declaration

I confirm that I have read and understand the rules for getting a grant and I accept those rules.

I declare that the information I have given on this application form is true and complete.

I understand what Skills for Care has to do to follow the law about data protection.

I confirm that I am not applying to fund training for any delegated health care tasks included in my care plan.

If you tick this box you agree to everything that has been written in the Rules for getting a grant section. And you want to apply for a grant. Or the employer has agreed that you can apply for a grant on their behalf.

Print your name

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Date

---

## Documents you must send with the application form

Make sure you have read all the instructions so you know what you need to send with the application form.

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## Where did you hear about these grants?

Tick a box to show where you found out about these grants and give us more information where necessary.

Skills for Care booklet or leaflet

Skills for Care website

Skills for Care e-news

Skills for Care staff member – Name

Skills for Care event – Name and date

Local council – Name

Support organisation – Name

Learning provider – Name

Personal assistant register – Name

Other – Please give details

Friend or family member

My personal assistant

NHS organisation

Tick this box if you do not want to get a copy of the Employing personal assistants toolkit from Skills for Care.

## Bank account details

We will pay money into your bank account if you get a grant.  
Let us have the following information.

**Bank sort code**

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**Bank account number**

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**Name of the account holder**

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**Name of the bank**

---

**Bank address**

---

**Bank postcode**

---

**Type of account**

You must tick one of these boxes

Employer's personal account

Direct payment account

Managed account

Other – give details

--

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**Skills for Care’s use only**

Applicant number	
Applicant name	
FRED supplier code	
Date application received	

## Receipt of payment

Skills for Care will send you an email to tell you that the grant payment has been made.

Please tell us an email address where we can send the receipt.

Email address

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## Word list

### Advocate

This is someone who helps you speak up about what you want. ....10

### Auditor

This is a person who carefully looks at the records about money that has been paid in and money that has been paid out. The auditor makes sure the records are correct ....23

### Court appointed deputy

This is a person who is appointed by the Court of Protection to make decisions for someone who cannot do so on their own ....10

### Employer

This is a person or company that pays other people to do work for them. ....7

### Fraud

This is when someone tells lies, or tricks another person, to get something, usually money. If you think fraud may be happening, tell us straight away ....23

**Personal assistant**

This is someone who helps a disabled person to do things like getting washed, bathed and dressed..... 8

**Personal budget**

This tells a disabled person how much money they can spend on their care and support services. It also shows how it was worked out .....8

**Power of attorney**

This is a written document when one person appoints another person to act on their behalf .....10