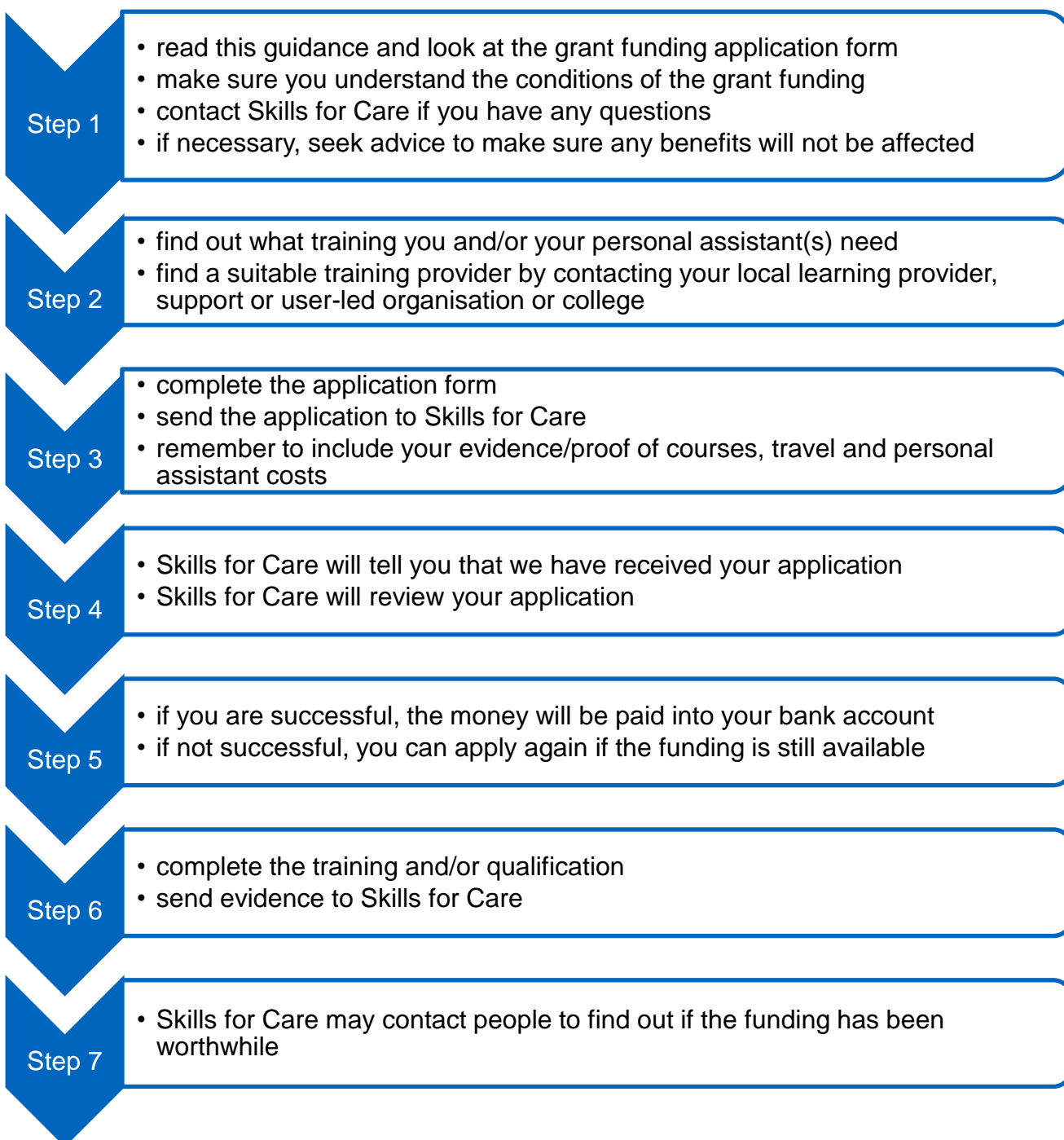


If you employ your own care and support staff (personal assistant(s) through a personal health budget (PHB) or integrated budget, you can apply for money (a grant) to pay for training and/or qualification(s) for you and/or your personal assistant(s). This guidance document will help you to complete your application.

Application process



PLEASE NOTE:

Skills for Care is unable to advise people who are in receipt of benefits about their benefit conditions and whether or not claiming this funding will affect them. You should, therefore, seek independent advice if you are worried about this **before** applying for this grant funding.

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IMPORTANT NOTE:

You can apply for funding if you live in England and employ a personal assistant using a personal health budget (PHB) or integrated health and social care budget.

The following groups **cannot** apply for this funding:

- Care homes and agencies
- Learning providers
- NHS organisations
- Local authorities
- Support organisations (including user-led)

Submitting your application

You can send your application by email or post using the details provided on the application form. All applications must be completed and sent to Skills for Care before 5pm on Monday 29 February 2016.

IMPORTANT NOTES:

- Skills for Care will only accept applications using the 'Individual Employer Funding 2015-16' application form. This form is shorter and easier to use. Any applications received using old forms (2013-14 or 2013-14) will be rejected.
- 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.
- You should not book or pay for any training courses until you have heard from Skills for Care that your application has been successful.

Questions?

If you have any questions, email: funding@skillsforcare.org.uk or telephone 0113 241 1275

Completing the application form

Employer details

This should be completed by the person who employs their own care and support staff (personal assistants) 'the employer'.

If the employer is unable to complete this section, they can be supported by someone else to apply for funding, but this section should always contain the details of **the employer**.

You must complete all parts of this section.

Skills for Care will add all your details to our application database. We need to do this so we can contact you about your application and pay you the money.

Skills for Care may also send you newsletters. If you do not want to receive them you can contact Skills for Care to unsubscribe.

Please also see the Data Protection section of the application form for more information.

Completing the form on behalf of an employer

This should be completed by the person who is supporting the employer to complete the application and apply for funding. If the person in receipt of a PHB is under 18 the application must be signed by a parent or guardian.

All parts of this section must be completed.

You must state your relationship with the person, if you are acting on their behalf. Tick all that apply.

Training course and cost details

All sections must be completed in full and proof of all costs **must** be provided. If this section is not completed in full and proof of all costs are not provided your application for funding may be delayed.

Training course title	<p>This should be the name of the training course or qualification.</p> <p>For example:</p> <ul style="list-style-type: none">▪ Principles of care▪ First Aid▪ Moving and assisting▪ How to be a good employer/employing PAs▪ Accredited qualification in health and social care (such as Level 2, 3 or 5 Diplomas in Health and Social Care)▪ Medication awareness▪ Dementia awareness▪ Bespoke training that learning providers have set up to meet your needs <p>Skills for Care will not accept applications to fund training for any delegated health care tasks included in somebodies care plan. Training (or the funding for training) for these essential tasks must be met by my local NHS organisation.</p> <p>If you have more than one personal assistant you can ask for money to pay for training for each of them and pay for more than one type of training. However, you can only apply for a maximum of five training courses per person per application.</p> <p>For example: if you have two PAs, they can attend five training courses each, plus you can attend a maximum of</p>
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	<p>five employer courses. This would be 15 courses overall.</p>
<p>Name and address of learning provider</p>	<p>This is the name and address of the organisation or person who will be providing the learning (training course).</p> <p>It could be an NHS organisation, local authority, private training provider, local college, direct payments support organisation and so on.</p> <p>You will need to find an organisation that will do the training you require. Your local NHS or support organisation may be able to help you with this.</p> <p>Skills for Care cannot search for and arrange this training on your behalf.</p>
<p>First and last names of person attending training</p>	<p>The names of the people attending the training, this should be either you as the employer or the names of your personal assistant(s).</p>
<p>Course start and end dates</p>	<p>All training courses must be paid for and start before 31 March 2016.</p> <p>Course end dates can be after 31 March 2016. This means that you and/or your personal assistant(s) will be able to use this funding to gain an accredited qualification.</p> <p>You must say when the course is likely to start and finish. Skills for Care needs to know when the course will end and when you will send a copy of attendance and/or completion certificates.</p>

	<p>Skills for Care will contact you to ask you to send the completion certificates.</p>
<p>Completion evidence (e.g. certificate)</p>	<p>This is what the person who is attending the training will get when they finish the course.</p> <p>For example:</p> <ul style="list-style-type: none"> ▪ completion certificate ▪ attendance certificate <p>A copy of this evidence must be sent to Skills for Care as soon as the training course has been completed.</p> <p>Skills for Care will contact you to ask you to send the completion certificates, if you do not send them.</p>
<p>Training costs (inc. VAT)</p>	<p>This will be the total cost of the training course, including any VAT if it is applicable.</p> <p>You must send with your application a quote or invoice from the person or organisation who is going to be providing the learning that explains all of the details of the course, including:</p> <ul style="list-style-type: none"> ▪ the subjects covered and what will be learned ▪ where and when it will be held ▪ how much it will cost in total
<p>Travel costs</p>	<p>You can claim funding to pay for the cost of travelling to and from the training. This may include bus or train tickets, taxi fares or mileage (45p per mile).</p> <p>Travel should be booked as far in advance as possible to</p>

	<p>get the best value and train tickets should be standard class.</p> <p>You must send a quote, invoice or receipts. For mileage you must tell us the start and end point of the journey, the number of miles that journey will involve and how many times that journey will need to take place.</p>
<p>PA cover costs</p>	<p>You can claim funding for pay for the cost of a replacement personal assistant. For example: cost of a replacement PA, where your regular PA is being released to go to the training course.</p> <p>Funding is only available:</p> <ul style="list-style-type: none"> ▪ when you need to pay someone to provide support while your PA is attending training during their normal working hours ▪ when you (the employer) needs additional support to attend training <p>You must send with your application a quote, invoice or copy of a payslip to confirm hourly PA pay rate.</p>
<p>Total cost</p>	<p>This is the total cost per training course including:</p> <ul style="list-style-type: none"> ▪ cost of training ▪ travel costs ▪ PA costs <p>You must add up all of the total costs for each of the training courses and put a total cost on your application. This will be the total amount of money you need and the amount of money you would like from Skills for Care.</p>

Conditions of the grant funding

It is important that you read these conditions first and make sure you understand them before completing the application form. You will need to sign to say you do understand them before you can receive any money from Skills for Care.

This section tells you:

- about the Workforce Development Fund
- how and when this money must be spent
- what you cannot use the money for
- what you must do
- what Skills for Care will do
- what Skills for Care will not do

This section also contains information about data protection and explains how Skills for Care will use the information you give us in the application.

Acceptance of the conditions of the grant funding

You must tick the acceptance of the conditions of grant funding. If you do not, Skills for Care will not be able to send you the money.

Declaration: you must tick

- if you agree to everything that has been written in 'conditions of grant funding' and you want to apply for money.
- to confirm you have read and understood the 'conditions of the grant funding' and accept the conditions.
- to declare that the information you have provided in the application is correct and complete.
- to confirm that you understand Skills for Care's obligations under the Data Protection Act.

Documents you must send with your application

You must send copies of the following documents with your application, if you do not, it will take longer to process your application.

Skills for Care will contact you to ask for documentation that has not been included with your application.

Proof of employer status

All applicants must send copies of at least one of the following:

- current certificate of Employer's Liability Insurance
- a document showing HMRC tax employer reference number (PAYE) as recorded by HMRC that includes your name and address

In addition to this, if the application has been completed by someone else, on behalf of the employer, copies of the following **must also** be sent with the application:

- proof of lasting or enduring power of attorney
- proof of court appointed deputy
- ability to confirm that the employer has given you permission to apply for this funding on their behalf. This should be in the form of correspondence from the employer, detailing their name, contact details and reasons why they have asked you to do this

Proof of training, travel and PA costs

- Quote or invoice from the learning provider, including VAT where applicable
- Quote, invoice or receipt of all travel costs
- Quote, invoice or copy of payslip to confirm hourly PA pay rate

Where did you hear about this funding?

Tick to say where you found out about this grant funding and give further details where necessary.

If your funding application is successful, you will receive a free copy of Skills for Care's 'employing personal assistants toolkit'. Tick the box if you already have a copy or do not which one to be sent to you. For an online version of the toolkit go to: www.employingpersonalassistants.co.uk.

Bank account details

You must provide these details so that, if your application is successful, Skills for Care can pay the money directly into your bank account. If you do not provide these details, Skills for Care will not be able to award you the grant funding. Your details will be kept securely.

Bank sort code:	The sort code should be in the format of three sets of two numbers separated by a dash, e.g. 12-34-56
Bank account number:	The number of your bank account; it is likely to be 8 digits long
Name of account holder:	The name of the person who has the bank account
Name of bank	This is the name of the bank where the bank account is held, e.g. Barclays, Halifax, Lloyds etc
Bank address	The address of the branch where your account is held
Bank postcode	The postcode of the branch where your account is held
Type of account	You must indicate what type of account this is by ticking one of the options on the list. If you tick 'other', you must say what type of account it is.
Payment receipt	This should be the email address of where the payment receipt should be sent.

Who is Skills for Care?

Skills for Care listens to and works closely with thousands of social care and health employers, people who need care and support, carers and other key stakeholders to develop tools and resources that build and enhance the skills of employees.

Skills for Care want to increase the number of people, like you, who employ personal assistants, and access training and/qualifications for themselves and their personal assistant(s).

This money will help you and your personal assistant(s) to have the right skills and qualifications to enable you to live independently and have more choice and control.

E: funding@skillsforcare.org.uk

W: www.skillsforcare.org.uk

T: 0113 241 1275 (Information Team)

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

T: 0113 245 1716 (switchboard)

F: 0113 243 6417