

Category information sheet



Best individual who employs their own care and support staff

This award recognises the achievements of individuals employing their own care and support staff (personal assistants).

We're looking for individuals who can show an effective approach to developing the skills and knowledge of their PAs. This includes good methods of recruiting and induction as well as how you manage your PAs and support them to enable you to live your personal, social and/or professional life according to your wishes and interests. You should give examples of things you have done that makes you stand out as a good employer.

Who should enter: people (individual employers) who directly employ their own care and support staff (personal assistants) in England.

Nomination questions (350 word limit)	Answers should include examples and describe:
How do you recruit your PAs to ensure they are right for the job?	<ul style="list-style-type: none">▪ how you develop clear job descriptions▪ where and how you advertise vacancies▪ how you encourage applicants▪ working in partnership with others▪ your application and selection process▪ recruiting for values and behaviours▪ if you employ PAs on behalf of a person who needs care and support, how they can maintain choice and control in the recruitment process.
What support do you provide for new starters?	<ul style="list-style-type: none">▪ induction processes▪ mentoring▪ identifying any learning and development needs.

How do you manage your staff?	<ul style="list-style-type: none">▪ how you ensure good communication▪ resolving problems▪ keeping up-to-date with legal responsibilities▪ supervision and appraisal.
How do you make sure your staff have the skills and knowledge to meet your needs?	<ul style="list-style-type: none">▪ identifying training needs▪ training offered▪ any Skills for Care support used, including funding.
What else do you do that makes you a good employer?	<ul style="list-style-type: none">▪ how you make sure you have the right number of people with the skills you need when you need them (workforce planning)▪ why people want to keep working with you (retaining staff)▪ anything else you do to support and develop your PAs.
If you were to achieve this award, why would it be important to you?	