

How to apply for funding for training

Helping you to fill in the form and send us the right documents

Contents

Things you need to know before asking for funding	2
Documents to send with your application	3
Application form: general guidance	4
Where did you hear about this funding?	4
Part 1 Employer details.....	5
Part 2 Employer not able to complete application form.....	7
Part 3 Details of training.....	8
Part 4 Bank details.....	14
Part 5 Conditions of the grant	15
Employing personal assistants toolkit.....	15
Sign up to newsletter	15
Part 6 Sending us your application form and documents.....	16

Questions?

If you have any questions about completing the application form, would like to talk through with us how to fill it in, or you want to check anything before you send it email funding@skillsforcare.org.uk or call 0113 241 1275.

Things you need to know before asking for funding

- this funding is for people who live in **England** and employ someone (a personal assistant) using a direct payment (social care or health) or their own money to support them to live their life according to their wishes and interests
- family members who employ personal assistants (PAs) on behalf of children who are under the age of 18 are not able to apply for this funding, unless they are using a personal health budget (PHB) from the NHS
- the money can be used to pay for a training course, expenses to get to and from the training and for a replacement PA when your usual PA is attending training
- the money can be used for different kinds of training like moving and assisting, first aid, communication, dementia awareness, diabetes awareness, risk assessments, skills for employers, and qualifications like a diploma in health and social care
- it usually takes about four weeks for us to look at your application and pay money into your bank
- we recommend that you do not book or pay for any training until we have told you that your application has been successful, and you can have the money
- this funding cannot be used to pay for training for self-employed PAs or PAs not employed by you (this includes PAs employed by an organisation).
- all training needs to be started and paid for by 31 March 2021
- you will need to send certain documents with your application form and send us completion evidence once the training has been completed
- we will add your details to our application database so we can contact you about your application and pay you the money
- we will evaluate the benefit of having this funding and you may be asked to fill in a survey or talk to a researcher.

Documents to send with your application

You'll need to send copies of documents with your application form.

If you do not send them it will take longer to process your application. We will contact you and ask for any documents that you should have sent.

We will not process your application until we have all the documents we need.

Proof that you employ a personal assistant, either

- current certificate of employer's liability insurance, or
- an official document from HMRC showing your tax employer reference, name and address

Proof of the costs of the training, you must provide all that are relevant

- quote or invoice (including VAT) from the person or organisation providing the training, that includes the details of the content of the course.
- quote, invoice or receipt of travel (or expected) travel costs
- quote, invoice, receipt or copy of payslip to confirm costs for a replacement PA

If the employer, or person who requires support, is not able to complete the application form and you are applying for funding on their behalf, we will need to see one of the following

- Copy of a document showing lasting power of attorney status
- Copy of a document showing court appointed deputy status
- Letter or document from a local authority or health organisation
- Letter or document from Jobcentre Plus or Dept for Work & Pensions
- Letter or document from The Pensions Regulator

Application form: general guidance

Have a look at the application form.

You can ask someone to help you fill it in, if you need to.

You can contact Skills for Care if you need us to talk through the application with you over the telephone.

When you are filling in the application using a computer, you might need to think about the following:

Paragraph return

You should press 'shift' or 'ctrl' at the same time as the 'return' button to start a new line or paragraph.

Copy and pasting text

If the copy and paste isn't working when you right click using a mouse, try using the controls on the keyboard. Select the text that you want to copy, press 'ctrl' and 'c' to copy text, and 'ctrl' and 'v' to paste the text.

Spell check

The spell check function does not always work in these forms.

Where did you hear about this funding?

You must **tick one** of the boxes to tell us how you found out about the funding. If you ticked 'Other' you must give more information about how you found out about the funding by writing in the box provided.

Part 1 Employer details

All parts of this section must be completed.

First and last name	The name of the person who needs care and support, or the details of the adult acting on behalf of a child (under 18) who has a PHB.
Age of person who needs care and support	Tell us the age of the person who needs care and support.
Address and postcode	The place where the person who needs care and support lives.
Phone number	The telephone number of the person who needs care and support (or their nominated person).
Email	Email address for the person who needs care and support (or their nominated person).
Number of PAs employed	The number PAs you employ now. Do not include any self-employed PAs you have or any PAs that are not employed by you (including those employed by an organisation).
PAs are funded by	Tick all that apply <ul style="list-style-type: none"> ▪ If you get a direct payment from your local council or adult social services department, you should tick the box 'a social care direct payment (LA)' ▪ If you have been assessed as having continuing health care needs and you get a personal health budget or PHB from the NHS or your local clinical commissioning group (CCG), you should tick the box 'a PHB direct payment (NHS)'. ▪ If you get both a direct payment and a PHB you should tick both 'a social care direct payment' and 'a PHB direct payment'. ▪ If you pay for your PAs using your own money (i.e. you don't get a direct payment), you should tick 'I use my own money (self-funder)'.

<p>Which council (local authority) or (CCG) agreed your direct payment?</p>	<p>The name of your local council (or local authority) or your local health organisation/CCG that agreed you were eligible to receive a direct payment.</p> <p>If you ticked 'I use my own money (self-funder)' because you do not get a direct payment, you should leave this box blank.</p>
<p>Please contact me by</p>	<p>Tell us the way in which you'd like us to be in contact with you about your funding application.</p> <p>Our normal way of keeping in contact is by email.</p> <p>But if you'd like us to use the telephone to speak to you, we can call you (you'll need to provide a telephone number).</p> <p>We'll confirm any telephone calls in writing by posting a letter to you, so that you and we have a record of what has been discussed and agreed.</p> <p>Tick one of the boxes to show your preference:</p> <p><input type="checkbox"/> Email <input type="checkbox"/> Telephone <input type="checkbox"/> Letter</p>

You will need to send **one** of these documents to prove that you are an employer:

- current certificate of employer's liability insurance, or
- an official document from HMRC showing your tax employer reference, name and address.

Part 2 Employer not able to complete application form.

If the employer (**the person who needs care and support**) is an adult and unable to complete the application form, they may have someone complete it and ask for the money for them.

If the employer only needs **practical support** or advice to complete the application form and knows that they are asking for money, this section does not need to be completed.

If the employer (**the person who needs care and support**) is an adult has someone that has been **appointed to act on their behalf**, then that **nominated person** should complete this section of the form. They should also provide one of the following documents, so we know that they are authorised to act for the employer (the person who needs care and support):

- Copy of a document showing lasting power of attorney status
- Copy of a document showing court appointed deputy status
- Letter or document from a local authority or health organisation
- Letter or document from Jobcentre Plus or Department for Work
- Letter or document from The Pensions Regulator

The document should contain the name of the employer (**person who needs care and support**) and the person acting on their behalf.

You should tick to say which document you are sending with the application.

Skills for Care is only able to talk about the details of an application for funding with the employer (**the person who needs care and support**) or their **nominated person** we have been told about.

Part 3 Details of training

This section must be completed in full and proof of all costs (including VAT) must be provided.

Over the next few pages of this guidance, you will find more detailed guidance about what sort of information should be included in each box and how to work out the costs and the amount of money you want to ask for.

Who can I claim funding for?

If you have more than one PA, you can ask for money to pay for training for each of them and pay for more than one type of training.

You cannot ask for money to pay for training for self-employed PAs or PAs not employed by you (this includes PAs employed by an organisation).

You can also ask for money to pay for training that you as an employer may need.

You can apply for money to pay for a maximum of five training courses per person, per application.

Example:

2 x PAs attending 5 courses each = 10 courses

1 x employer attending 5 courses = 5 courses

Total of 15 courses

Asking for more money to pay for training

Once this training has been completed (and you have sent us copies of certificates) you can ask for more money to pay for more training later, if it is available.

You cannot ask for more money to pay for more training until the training that has already been funded has finished and you have sent us copies of the completion certificates.

Fill in the details for each training course in the table in Part 3.

<p>Training course</p>	<p>This box should contain the name of the training course or qualification.</p> <p>Here are some examples:</p> <ul style="list-style-type: none"> ▪ <i>First Aid</i> ▪ <i>moving and assisting</i> ▪ <i>how to be a good employer or employing PAs</i> ▪ <i>accredited qualification in health and social care (such as Level 2, 3 or 5 Diplomas in Health and Social Care)</i> ▪ <i>condition specific awareness (e.g. dementia, autism etc.)</i> ▪ <i>tailor made or bespoke training that learning providers have set up to meet your needs</i> <p>Delegated health care tasks</p> <p>Applications for money to pay for training for any delegated health care tasks included in a care plan will not be accepted. Training (or the money for training) for these essential tasks must be met by your local NHS organisation.</p> <p>Training course details</p> <p>You must send details of the content (what will be learned) of the training courses as well (see Training Costs (incl. VAT)).</p>
<p>Name and address of provider</p>	<p>You must give the name and address of the organisation or person who will be providing the training. It could be a local authority, NHS organisation, private training provider, local college, direct payments or support organisation, for example.</p> <p>You will need to find an organisation or person that will do the training you need or want.</p> <p>Need help finding an organisation or person to deliver training?</p> <p>Your local NHS or social care direct payments adviser or support organisation may be able to help you with this. Or you could try searching on Skills for Care’s list of endorsed learning providers www.skillsforcare.org.uk/endorsement.</p> <p>Skills for Care cannot search for and arrange training for you.</p>

<p>Learner's first and last name</p>	<p>You must give the first and last names of the people going on the training. For example, you as the employer and/or the names of the PAs you employ.</p> <p>Do not include self-employed PAs, or PAs not employed by you (this includes PAs employed by an organisation).</p>
<p>Course start and end dates</p>	<p>You must say when the training course is going to start and finish so we know when you will send a copy of a completion certificate.</p> <p>Example:</p> <ul style="list-style-type: none"> ▪ a course lasting three days starting on 17 May would be written as 17-19 May. ▪ Diploma course lasting 10 months starting in September would be written as September 2020 – July 2021 <p>All training courses must be paid for and started before 31 March 2021.</p> <p>Course end dates can be after 31 March 2021. This means that this money can be used to pay for accredited qualifications that take longer to complete, for example a level 2 Diploma in Health and Social Care.</p>
<p>Training course costs (incl. VAT) (£)</p>	<p>You must put the total cost of the training course, including any VAT.</p> <p>Costs should explain how much money is needed for each training course.</p> <p>Example:</p> <p><i>2 x PAs doing a First Aid course costing £600 per PA is 2 x £600 = £1,200 including VAT.</i></p> <p>You must send with your application a quote or invoice from the person or organisation that is going to be providing the training that explains all 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

Travel costs (£) and mode of transport

You can ask for money to pay for the cost of travelling to and from the training, but you must send a quote, invoice or receipts to show how much the travel will cost and the mode of transport that will be used.

All travel should be booked as far in advance as possible to get the best value and train tickets must be standard class.

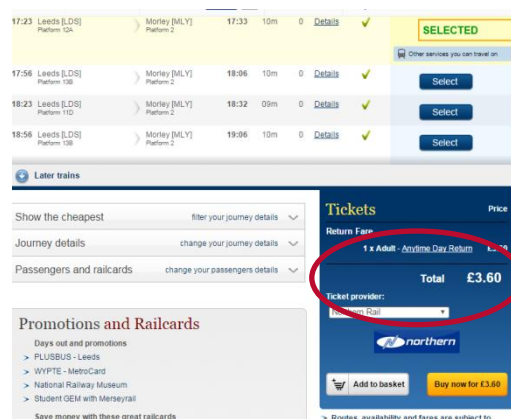
Taxi

Ask your local taxi company to send you a quote telling you how much the journey will cost.

Example: *Kirkstall to Leeds College would cost £5 each way. For a 3 day course, this would cost £30 (3 days x 2 journeys each day of £5 each).*

Train or bus travel

You can send an example of how much the journey may cost, like a photo or screen shot from a travel website like the one pictured here, showing the details and cost of the journey.



Example:

Travelling by train, it would cost £3.60 return per day for 3 days giving a total cost of £10.80 per PA for 2 PAs this would cost £21.60.

Mileage

For mileage you must tell us the start and end point of the journey (you can use place names or postcodes), the number of miles you will be travelling and how many times you will need to make that journey. You can send this in an email, on a separate piece of paper or document with your application.

Example:

*Kirkstall to Leeds College = 12 miles
Training is lasting three days, 2 journeys each day = 6 journeys (3 x 2)
Total miles is 72 miles (12 x 6) at a rate of 45p per mile = £32.40*

Replacement PA (£), hours and rate used

You must put the total cost for a replacement PA, if you need one.

Ideally, all training should take place during your PAs **normal working hours** and you can ask for money to pay for the cost of a **replacement or additional PA**, but there are certain rules about when you can ask for this money. You can only ask for this money:

- when you need to pay someone to support you while your usual PA is away attending training during their **normal** working hours, or
- when you (the employer) needs **additional** support to attend training that you wouldn't normally need during that time.

You **cannot** ask for money to:

- pay your PAs to attend training
- pay for a PA when they would not normally be working for you

If you need money to pay for a replacement PA for longer courses (e.g. level 3 diploma) you can only ask for money when your PA is attending this training during their **normal working hours**. You may be asked for more information about this before any money is confirmed.

Using a replacement PA from an agency or other provider

If you are getting a replacement or temporary PA from an agency or other provider, you must ask them for a quote or an invoice telling you how much it will cost and send it with your application.



Using a replacement PA from your own team

If the replacement PA is from your own team of PAs and they would be working additional hours to cover for the PA who is attending training, you must send a copy of a payslip to confirm the hourly rate of pay and say how many extra hours they will need to work.

Example:

Two PAs attending a first aid course for 3 days from 10am-4pm.

- *One PA would normally be working for you for 4 hours during the time the training is taking place and you'll need to get another PA to cover their hours.*
- *Your other PA would not normally be working on those days and has agreed to attend the training in their own time.*
- *PA providing the cover gets paid a rate of £9.50 per hour. Total cost is £9.50 x 4 hours x 3 days = £114.00*

<p>Total cost per course (£)</p>	<p>The total cost must include:</p> <ul style="list-style-type: none"> ▪ cost of training ▪ travel costs ▪ replacement PA costs <p>Example: <i>£1,200 Training course – 3 day first aid course, + £32.40 travel costs, + £114.00 PA cover costs, = £1,346.40 total amount needed for two PAs to attend a 3 day first aid course.</i></p>
<p>Total number of people attending training</p>	<p>You must say how many people will be attending training.</p> <p>Example: <i>2 PAs attending 3 day first aid course 2 PAs attending an assisting and moving course (same PAs) 1 employer attending being a good employer training = 3 people.</i></p>
<p>Totals (£)</p>	<p>Add up all the total costs for each of the training courses and put a total cost on your application.</p> <p>This will be the total amount of money you need to pay for all the training courses, all the travel costs and all the PA cover costs.</p> <p>It is the total amount of money you would like from Skills for Care.</p> <p>Note: Successful applications asking for large sums of money for training (for example, an application over £10,000 or single piece of learning over £6,000) may not be paid all at once, but we may think about staging the grant payments. This will be considered on a case by case basis and how we will do this will be discussed with you (the applicant).</p>
<p>Further information</p>	<p>Use this space to add any other information you think may be relevant to support your application, or where there wasn't space to include it elsewhere on this form.</p>

Part 4 Bank details

This section must be completed in full.

If your application is successful, we will pay the money directly into your bank account using BACS (bank transfer).

You need to tell us where you would like us to send the money.

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.
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.
Whose bank account is it?	You must tick to say whose account it is: <ul style="list-style-type: none">▪ If it is the employer's account, tick 'Employer's personal account'▪ If the account is used for managing a direct payment, tick 'Direct payment account'▪ If the account is one that is managed on behalf of the employer, for example by a family member, tick 'Account managed on behalf of the employer'▪ If the money is being paid into an account that is not in the name of the employer, tick 'Other' and give us more information about what type of account it is using the box.
Email to send receipt	We will send a receipt by email to confirm that payment has been made. You'll need to give us an email address for the receipt.

Part 5 Conditions of the grant

It is important that you read these conditions and make sure you understand them.

By signing and sending us the form, you are declaring that you agree to the conditions of the grant and you want to apply for this funding (or are authorised by the employer to apply for money on their behalf).

This section of the form tells you:

- 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

The application should be signed and dated by the employer (the person who needs care and support) or their nominated person.

Full conditions for all grants awarded by Skills for Care can be found on the Skills for Care website [here](#).

Employing personal assistants toolkit

If you would like a free copy of the [employing personal assistants toolkit](#) sent to you, tick the box.



Sign up to newsletter

Skills for Care has lots of resources for individual employers and personal assistants, including a quarterly newsletter specially for you. Tick this box if you would like us to sign you up automatically.

If you want to do this yourself, go to www.skillsforcare.org.uk/register and make sure you tick the box to get the **newsletter for individual employers and those that support them**.

Part 6 Sending us your application form and documents

Before sending us your application form, make sure:

- you have filled in all the boxes you need to
- you've included details of all the costs
- you are sending all the right necessary documents

If you do not, this will mean we cannot process your application.

You can talk to us about your application form before you send it, to make sure it has been completed in the right way.

Applications can be sent at any time between now and 5pm on 28 February 2021.

You can send your application by email to funding@skillsforcare.org.uk

Or by post to

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