

# Learning and development available through user led organisations (ULOs) funded in 2017/18.

Skills for Care has awarded ULO funding to the following organisations who will deliver or arrange learning and development for individual employers (IEs) and personal assistants (PAs).

If you would like to access any of the training courses listed below, please contact the organisations directly, using the contact details provided.

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<b>ULO</b>	<b>Disability Resource Centre</b> working in partnership with Northampton City Council
<b>Contact</b>	Poynters House, Poynters Road, Dunstable, Bedfordshire LU5 4TP <a href="http://www.drcbeds.org.uk">www.drcbeds.org.uk</a>
<b>Training offer</b>	
<p>Taking a flexible approach individual employers and PAs can access a range of learning to best meet their needs. Using individual learning plans participants can choose from a schedule of workshops.</p>	
<p>PAs can undertake the learning to complete the Care Certificate standards and work based assessments can be undertaken.</p>	
<p><b>Workshops are run on a weekly basis (half or full day) and can cover:</b></p>	
<ul style="list-style-type: none"> <li>▪ Understanding Your Role</li> <li>▪ Personal Development</li> <li>▪ Duty of Care</li> <li>▪ Equality and Diversity</li> <li>▪ Work in a Person Centred Way</li> <li>▪ Communication</li> <li>▪ Privacy and Dignity</li> <li>▪ Fluids and Nutrition</li> <li>▪ Awareness of mental health</li> <li>▪ dementia and learning disabilities</li> <li>▪ Safeguarding and Children and Adults</li> <li>▪ Basic Life Support</li> <li>▪ Health and Safety</li> <li>▪ Handling Information</li> <li>▪ Infection Prevention and Control.</li> </ul>	
<p><b>Other workshops:</b></p>	
<ul style="list-style-type: none"> <li>▪ Medication Awareness</li> <li>▪ End of Life Care</li> <li>▪ Activity Planning</li> <li>▪ Moving and Handling.</li> </ul>	
<p><b>Condition specific training:</b></p>	
<ul style="list-style-type: none"> <li>▪ Autism</li> <li>▪ Deaf Awareness</li> <li>▪ Basic Sign Language</li> </ul>	
<p><b>Accredited learning:</b></p>	
<ul style="list-style-type: none"> <li>▪ Emergency First Aid</li> <li>▪ Food Safety</li> </ul>	
<p>Individual Employers and PA's will be encouraged to attend Peer Support Sessions and become Experts by Experience (leading to opportunities to become ambassadors).</p>	
<p>Online <b>e-learning</b> opportunities are also available.</p>	

## London and the South East

<b>ULO</b>	<b>Bright Deaf Blind (trading as Sigtree)</b> working in partnership with Medway Council
<b>Contact</b>	Kent brightdeafblind@gmail.com
<b>Training offer</b> will take place Greenwich	
<p><b>Level 1 Deafblind awareness</b> This one day course is an introduction to improve your knowledge and understanding about Deafblind awareness and communication methods, what it means to be Deafblind, and what can be done to improve their access to society.</p> <p><b>Level 2 Deafblind Communication and Guidance</b> Develop enhanced skills and expertise to communicate routinely with a deafblind person and offer guidance.</p> <p><b>Level 3 Deafblind Communication</b> This qualification will enable you to expand your Deafblind communication skills to a level where you will have the ability to exchange, present and understand information, ideas, advice and opinions at a steady speed, and have an easy working relationship.</p> <p><b>Interpreter Development Part 1</b> Classroom-based skills and knowledge development component of the Level 6 Diploma in Sign Language Interpreting Year 1. Two days per month.</p>	

<b>ULO</b>	<b>Camden Disability Action (CDA)</b> working in partnership with Personalisation Support in Camden
<b>Contact</b>	29 – 31 Hampstead Road, London NW1 3JA <a href="http://www.vac.org.uk">www.vac.org.uk</a>
<b>Training offer</b>	
<p><b>PA Employer Training: how to be a more effective employer of your PAs</b></p> <p>Part 1 – how to recruit effectively and successfully Part 2 – rights and responsibilities as an employer Part 3 – managing staff effectively</p> <p>This training course, delivered in a classroom format in a community centre and will cover:</p> <ul style="list-style-type: none"> <li>▪ the role of an employer and employment law</li> <li>▪ managing staff</li> <li>▪ boundaries and expectations</li> <li>▪ recruitment methods</li> </ul>	

<b>ULO</b>	<b>DASL - Disability Advice Service Lambeth</b> working in partnership with People Plus Independent Living
<b>Contact</b>	"we are 336", 336 Brixton Road, London, SW9 7AA <a href="http://www.disabilitylambeth.org.uk">www.disabilitylambeth.org.uk</a>
<b>Training offer</b>	
<p><b>Being a good employer training (BAGET)</b></p> <p>Ten weeks of 2.5 hours learning per week delivered in a classroom setting covering a range of issues central to ensuring Individual Employers have the knowledge and skills to carry forward after the training:</p> <ul style="list-style-type: none"> <li>▪ the legal responsibilities of being an employer</li> <li>▪ understanding a contract of employment and probationary period</li> <li>▪ writing an accurate job description and person specification and how to use this tool after recruitment</li> <li>▪ disability awareness</li> <li>▪ training and induction of staff</li> <li>▪ the importance of regular supervision and how to do them well</li> <li>▪ what to do when things go wrong, safeguarding and risk management</li> <li>▪ how to performance manage staff</li> <li>▪ payroll, money management and record keeping.</li> </ul> <p>There is an opportunity at the end of the course for the students to request a recap of any of the topics covered in the previous weeks. All participants receive a copy of Skills for Care's <a href="#">employing PAs toolkit</a>.</p> <p>The pace of training is adapted to the needs of each group which may include employers with specific impairments or whose first language is not English.</p> <p>Where appropriate, PAs or family carers are enabled to attend to support the employer.</p>	

<b>ULO</b>	<b>Independent Lives</b> working in partnership with Rose Road Association and Disability Inclusion
<b>Contact</b>	Southfield House, 11 Liverpool Gardens, Worthing, West Sussex BN11 1RY <a href="http://www.independentlives.org">www.independentlives.org</a>

**Training offer** in East Sussex, West Sussex and Hampshire

### 1. Individual employer training: Training and Developing PAs

This training will be delivered through five classroom events across three counties and five webinars. It will be based on Skills for Care publication's '[Supporting your personal assistant to gain the skills they need](#)'.

All IEs who access this training at the events and via webinars will also be offered one '**funded**' **health & social care training place for a PA** to attend, either from the Independent Lives award winning health & social care training service, by Rose Road or Disability Inclusion (see below).

Disability Inclusion will offer the following funded **training for PAs** in a classroom setting:

- First Aid
- Manual Handling
- Medication - Level 1 & 2

Disability Inclusion will offer the following funded **training for PAs** via Webinar:

- Health & Safety
- Food Hygiene
- Infection Control
- Safeguarding
- Dementia Awareness

### 2. Disability Inclusion will offer **PA employment Skills Training called 'Working successfully with my PA'** delivered in a modular format:

- **Module 1:** A one day course focusing on the legal and "best practice" responsibilities of PA employers. This would include statutory and contractual duties as well as an understanding of good staff management methods and systems for home based small employers. The important principles of proportionality and fairness will be explored, as well as the Social Model of Disability as it relates to PA employers.
- **Module 2:** A one day workshop exploring how to manage both common and more difficult employment matters effectively. Learning will be based on the power of jointly sharing real and likely case scenarios that have caused "sticky moments" for PA employers. This includes key areas like boundaries, confidentiality, discipline and absences/timekeeping.
- **Module 3:** A one day course on the Recruitment and retention of PAs. The focus of this day will be to address the widespread concerns of all participants on the previous two day programmes, as well as other PA employers, about the major difficulties of finding and retaining staff in the current employment market. The course will bring together and share the most up to date methods, information and resources available to support PA employers needing to appoint PA staff of the required quality and reliability.

<b>ULO</b>	<b>Real DPO Ltd</b> working in partnership with London Borough of Newham
<b>Contact</b>	Jack Dash House, 2 Lawn House Close, London E14 9YQ <a href="http://www.real.org.uk">www.real.org.uk</a>
<b>Training offer</b> in the London Boroughs of Tower Hamlets, Havering, Newham, Waltham Forest, Hackney, Redbridge and Barking & Dagenham	
<p>Training will take place through seven events (one in each borough) in community organisations:</p> <ol style="list-style-type: none"> <li>1. <b>Being a good employer</b> - know your own role and responsibilities</li> <li>2. <b>Being a good PA</b> - know your own role and rights</li> <li>3. <b>The golden PA messages</b> - communicating effectively, person centred working, privacy and confidentiality, equality and diversity, dignity and respect, and the social model of disability.</li> </ol> <p>Training delegates will have the opportunity to ‘test and learn’ on six e-learning modules through a new resource called ‘PA tick’. This will include time for role play, group discussion and feedback. Current modules available are:</p> <ul style="list-style-type: none"> <li>▪ Being a good employer</li> <li>▪ Being a good PA</li> <li>▪ The golden PA messages</li> <li>▪ Safeguarding</li> <li>▪ Learning disability – working together</li> <li>▪ Assisting and moving – working together</li> <li>▪ First Aid in the home</li> <li>▪ Infection prevention and control</li> <li>▪ Food and hygiene in the home</li> <li>▪ Living with mental health and Living with autism.</li> </ul> <p>This project will also encourage each LA area to provide at least two employers who will continue to champion and establish an ongoing commitment to using PA tick. Support will be available.</p>	

<b>ULO</b>	<b>Surrey Independent Living Council (SILC)</b> working in partnership with Ruils (Richmond), Kingston CIL, Equal Lives (Norfolk) and Surrey County Council
<b>Contact</b>	Astolat, Coniers Way, Burpham, Guildford, Surrey GU4 7HL <a href="http://www.surreyilc.org.uk">www.surreyilc.org.uk</a>

**Training offer** in Surrey and Norfolk

**Support with Confidence**

A six day training course for PAs which meets all knowledge elements of the Care Certificate.

**Emergency First Aid at Work (EFAW)**

A one day training course for PAs which meets 11 standards of the Care Certificate.

**Good Boss training**

A three day course for individual employers that covers the role and responsibilities of being an employer as well as peer support.

**PAs Matter**

A peer support network for PAs

The training will be delivered via the following organisations:

- **SILC**
  - 3 x 6 day Support with Confidence
  - 4 x 1 day EFAW
  - 2 x 3 day Good Boss training
  - 3 x PAs Matter network
- **Ruils**
  - 1 x 1 day challenging behaviour specialist training
  - 1 x 1 day help out of a wheelchair specialist training
  - 1 x 1 day safeguarding specialist training
  - 1 x 1 day EFAW
  - 1 x 3 day Good Boss training
  - 1 x PAs Matter network
- **Kingston CIL**
  - 1 x 1 day challenging behaviour specialist training
  - 1 x 1 day EFAW
  - 1 x 3 day Good Boss training
- **Equal Lives**
  - 1 x 6 day SILC Support with Confidence
  - 2 x 3 day Good Boss training

IEs and PAs will also have access to [Surrey Skills Academy Learning Pool](#).

<b>ULO</b>	<b>The Challenging Behaviour Foundation (CBF)</b>
<b>Contact</b>	The Old Courthouse, New Road Avenue, Chatham, Kent ME4 6BE <a href="http://www.thecbf.org.uk">www.thecbf.org.uk</a>
<b>Training offer</b>	
<p><b>Positive Behaviour Support workshops</b> for families who employ staff (PAs) to support their relative</p> <p>Two types of workshops, which have been co-developed by families and PBS practitioners, will be co-delivered by a family trainer and PBS expert via a number of carer organisations that will act as workshop hosts. Attendance at the Understanding Challenging Behaviour workshop is a pre-requisite for the Supporting Behaviour change workshop.</p> <p><b>Understanding Challenging Behaviour</b> covers:</p> <ul style="list-style-type: none"> <li>▪ what is challenging behaviour</li> <li>▪ the impact of challenging behaviour</li> <li>▪ why do people challenge?</li> <li>▪ context and environment</li> <li>▪ purposes (functions) of behaviour</li> <li>▪ sensory differences</li> <li>▪ reinforcement</li> <li>▪ setting events and triggers</li> <li>▪ ABC recording chart</li> <li>▪ a story of success</li> <li>▪ how to look after yourself.</li> </ul> <p><b>Supporting Behaviour Change</b> includes:</p> <ul style="list-style-type: none"> <li>▪ why do people challenge (recap)?</li> <li>▪ reasons and purpose (recap)</li> <li>▪ arousal curve</li> <li>▪ positive behaviour support</li> <li>▪ proactive and reactive strategies</li> <li>▪ how to prevent challenging behaviour</li> <li>▪ how to stop behaviour escalating</li> <li>▪ how to manage in a crisis</li> <li>▪ what to do after an incident</li> <li>▪ individual planning and behaviour support plans</li> <li>▪ working in partnership.</li> </ul>	

## Midlands

<b>ULO</b>	<b>Disability Direct: Blue Sky Brokers</b> working in partnership with Sahara Group
<b>Contact</b>	20 Royal Scot Road, Pride Park, Derby, DE24 8AJ <a href="http://www.disabilitysyndicate.com">www.disabilitysyndicate.com</a> <a href="http://www.disabilitydirect.com">www.disabilitydirect.com</a>
<b>Training offer</b> in Derby and Nottingham	
<p>The following training courses (1,2 and 3) can be made available to groups or on a 1:1 basis in classroom settings in Derby City and Nottingham City, in an individual's homes or via webinars:</p> <ol style="list-style-type: none"><li><b>1. Becoming an Employer</b></li><li><b>2. Becoming a PA</b></li><li><b>3. Employment Law</b></li></ol> <p>The following training courses (4-10) can be made available in class room style in Derby City and Nottingham City or accessible community centres:</p> <ol style="list-style-type: none"><li><b>4. Moving &amp; Assisting</b></li><li><b>5. Food and Hygiene Awareness</b></li><li><b>6. Dementia awareness</b> – Alzheimer's Association</li><li><b>7. Disability/equalities awareness</b> – Nimbus</li><li><b>8. Autistic Spectrum awareness</b> – Derby City Council</li><li><b>9. First Aid Training</b> - St John's Ambulance</li><li><b>10. Medication awareness</b> – Derby City Council</li></ol>	

## North West

<b>ULO</b>	<b>Cheshire CIL</b> working in partnership with Age UK Cheshire
<b>Contact</b>	Sension House, Denton Drive, Northwich, Cheshire, CW9 7LU <a href="http://www.@cheshirecil.org">www.@cheshirecil.org</a>
<b>Training offer</b>	
<p>Individual employers, working with Cheshire CIL's Workforce Development Manager, will identify learning needs for themselves and/or their PAs.</p> <p>This flexible personalised model enables training to take place based on the needs of the employer and can be delivered either in the employer's home, classroom or via e-learning.</p> <p>Training will be categories under the broad headings of:</p> <ul style="list-style-type: none"> <li>▪ Communication</li> <li>▪ Health and Safety</li> <li>▪ Safeguarding</li> </ul> <p><b>For employers</b> this may include topics such as: employment law, recruitment &amp; selection, supervision, conflict resolution, risk assessment.</p> <p><b>For PAs</b> this might include accredited topics such as: emergency first aid at work, moving and assisting, food safety, managing medication.</p>	

<b>ULO</b>	<b>Embrace Wigan and Leigh</b> working in partnership with Wigan Council
<b>Contact</b>	81 Ribble Road, Platt Bridge, Wigan, WN2 5EG <a href="http://www.embracewiganandleigh.org.uk">www.embracewiganandleigh.org.uk</a>
<b>Training offer</b>	
<p><b>Making Direct Payments Work</b></p> <p>A two day course held in a variety of settings including special educational settings, community interest companies (CIC), community hubs and Wigan and Leigh's Carers centre and will aim to:</p> <ul style="list-style-type: none"> <li>▪ improve PA retention</li> <li>▪ improve the standard of support received by Direct Payment recipients</li> <li>▪ ensure employers understand their rights and responsibilities as an employer.</li> </ul> <p>At the end of each two day course the attendees will be given the option of a further half days training covering managing your own personal budget. Any individuals attending this course who feel overwhelmed and under confident will be offered further one to one support.</p>	

<b>ULO</b>	<b>My Life Legacy</b> working in partnership with The Calico Group and Lancashire County Council
<b>Contact</b>	Thompson House Equestrian Centre, Pepper Lane, Standish, Wigan, WN6 0PP <a href="http://www.my-life.org.uk">www.my-life.org.uk</a>

### Training offer

Training will take place at My Life's location in Standish (Wigan).

#### For individual employers:

##### 1. Facing the Future Together

a three hour training programme taking place in the evenings or weekends over three sessions:

- **Session 1** - This will look at the individual employer experiences, what works and what doesn't work and how they can retain it working as they get older or something happens to them.
- **Session 2** - Considering options for the future and developing the Future Plan.
- **Session 3** - Embedding the Future Plan into your Will and Trust and or sharing with the wider family.

##### 2. Relationship Based Advocacy

a three hour workshop taking place over three sessions will encourage families to learn the skills to advocate well for their loved ones:

- **Session 1** - Understand the process of assessment, review, the law and your rights.
- **Session 2** - Building confidence to build and present your evidence. This session will look closely at keeping people healthy, safe and well.
- **Session 3** - Preparing for a meeting. Practicing and feeling confident to share why a direct payment / PB is working. What to do when things go wrong.

##### 3. Personal Budget Refresher

a three hour workshop taking place over three sessions will take families through the details of being an individual employer and their responsibilities:

- **Session 1** - Revisiting your support plan and making sure it works for you.
- **Session 2** - Responsibilities of being an individual employer.
- **Session 3** - Recruiting, retention and keeping your team motivated.

#### For PAs – 1 day training courses in

- Emergency First Aid at Work
- Food Safety
- Safe Moving and Handling (Manual Handling)
- Health & Safety in the Workplace
- CPR & AED

<b>ULO</b>	<b>Trafford Centre for Independent Living</b> working in partnership with Age UK Trafford
<b>Contact</b>	Marshall House, 2 Park Avenue, Sale, Greater Manchester. M33 6HE <a href="http://www.traffordcil.co.uk">www.traffordcil.co.uk</a>
<b>Training offer</b>	
<p>Training will be delivered in a classroom setting to encourage friendships and mutual support between learners.</p> <ul style="list-style-type: none"> <li>▪ <b>Moving and handling</b> x 6</li> <li>▪ <b>Total communication</b> x 3</li> <li>▪ <b>Workplace pensions</b> – automatic enrolment x 2</li> <li>▪ <b>First Aid awareness</b> x 13</li> </ul> <p><b>Being a good employer</b> x 8 half day sessions which will cover:</p> <ul style="list-style-type: none"> <li>▪ contracts</li> <li>▪ managing your PA</li> <li>▪ grievance and disciplinary issues</li> <li>▪ managing boundaries</li> <li>▪ how to end the employment contract</li> </ul> <p>In addition, they will promote and encourage all learners to access the following e-learning courses that are available free via SCIE:</p> <ul style="list-style-type: none"> <li>▪ <b>Mental Capacity Act and DOLS</b></li> <li>▪ <b>Safeguarding Adults</b></li> </ul>	

<b>ULO</b>	<b>Compass Disability Services</b> working in partnership with Somerset County Council
<b>Contact</b>	Unit 11 - 12 Belvedere Road, Taunton, Somerset, TA1 1BH <a href="http://www.compassdisability.org.uk">www.compassdisability.org.uk</a>
<b>Training offer</b> in Taunton, Bridgwater, Minehead, Frome, Yeovil, Weston Super-Mare	
<p><b>Individual employer training</b></p> <p>This will be delivered through sessions lasting 2.5 hours. Half of this time will be targeted learning and half will be peer learning through guided discussion and problem solving.</p> <p>Targeted learning will cover:</p> <ul style="list-style-type: none"> <li>▪ <b>employer obligations</b></li> <li>▪ <b>recruiting a PA</b></li> <li>▪ <b>managing the working relationship</b></li> <li>▪ <b>developing as an employer</b></li> <li>▪ <b>developing your PA.</b></li> </ul> <p>Employers will:</p> <ul style="list-style-type: none"> <li>▪ understand responsibilities of being a good employer, e.g. pay, tax, and pensions, good recruitment practice through to training and development.</li> <li>▪ understand the process of recruiting a personal assistant legally and effectively from creating a robust job description, considering if an employee needs to be qualified or willing to train through to how and where to advertise.</li> <li>▪ understand how to shortlist, carry out an interview and make a job offer ensuring non-discriminatory practice throughout.</li> <li>▪ be able to plan for a new PA to start work, e.g. how to draft a contract of employment, undertake a risk assessment, consider health and safety, safeguarding and developing an induction and training plan.</li> <li>▪ know how to build a good working relationship and minimise potential problems and improve staff retention.</li> </ul> <p>Each session attended will be classed as one credit and all participants will receive an attendance certificate based on the number of sessions they have attended, e.g. gold for attending 7 sessions or more, silver for attending between 4-6 sessions and bronze for attending 1-3 sessions. The Certificate will include the title of each of the learning and training sessions attended.</p>	

<b>ULO</b>	<b>disAbility Cornwall &amp; Isles of Scilly</b>
<b>Contact</b>	Units 1G/H Guildford Road Industrial Estate Hayle, Cornwall TR27 4QZ <a href="http://www.disabilitycornwall.org.uk">www.disabilitycornwall.org.uk</a>
<b>Training offer</b> across Cornwall	
<b>Individual employer training</b>	
<ul style="list-style-type: none"> <li>▪ <b>Being a Great Employer:</b> one day course covering managing PA's, planning, duties, legislation, ERR, training and funding, personnel and managed accounts, dealing with conflict, DBS &amp; safeguarding, boundaries, communication.</li> </ul>	
<b>Training for Personal Assistants</b>	
<ul style="list-style-type: none"> <li>▪ <b>Being a great PA – the essentials:</b> five day course mapped to the Care Certificate which will cover the role of a PA, the 6 C's, Code of Conduct, Basic Health and Safety, Basic Life Support, Employment Rights &amp; Responsibilities, Professional Boundaries, Personal Care, Safeguarding and Personal Development &amp; Progression.</li> <li>▪ <b>Being a great lead PA:</b> one day course covering supervision, managing conflict, record keeping, staff training, planning and progression</li> <li>▪ <b>Continuing professional development (CPD) for being a great PA:</b> delegates can choose from the following one day courses - Dementia Care &amp; Awareness, End of Life Care, Positive Behaviour Support, Autism Awareness and Support, Assisted Movement, Basic Life Support</li> </ul>	

<b>ULO</b>	<b>Living Options Devon</b> working in partnership with Devon County Council
<b>Contact</b>	Ground Floor Units 3-4 Cranmere Court, Lustleigh Close, Matford Business Park, Exeter, Devon. EX2 8PW <a href="http://www.livingoptions.org">www.livingoptions.org</a>
<b>Training offer</b>	
<b>Training for PAs</b>	
<ul style="list-style-type: none"> <li>▪ <b>Mental Health Awareness:</b> a half-day course delivered by the Project (<a href="http://theprojectyp.org.uk/">http://theprojectyp.org.uk/</a>) giving a general introduction to mental health to improve awareness and understanding and challenge attitudes to mental illness. The training includes what is mental health; common mental health issues; supporting a person affected by mental health; risk factors; building resilience in others; mental health resources &amp; signposting.</li> <li>▪ <b>Safeguarding:</b> a half-day course delivered in a classroom setting covering types of abuse; causes for concern; how to respond/report concerns.</li> </ul>	
<b>Training for individual employers</b>	
<ul style="list-style-type: none"> <li>▪ <b>Recruiting a PA:</b> an online course covering finding the right person; job adverts and job descriptions; advertising (with information on local resources to advertise via); interviews; contracts and checks</li> <li>▪ <b>Paying your PA:</b> a half-day course delivered in a classroom setting covering minimum wage; legal requirements; choices between using a payroll and managing payroll yourself.</li> </ul>	
<b>Training for both PAs and individual employers</b>	
<ul style="list-style-type: none"> <li>▪ <b>Health and Safety:</b> a half-day course delivered in a classroom setting covering good working environment; good working practice; risk assessments; training and audits.</li> <li>▪ <b>Person-centred planning techniques:</b> delivered over two sessions by a training and volunteers will focus on different tools used for planning e.g. MAP and PATH.</li> </ul>	

<b>ULO</b>	<b>WECIL</b> working in partnership with South Gloucestershire Council
<b>Contact</b>	Link House, Britton Gardens, Kingswood, Bristol BS15 1TF <a href="http://www.wecil.co.uk">www.wecil.co.uk</a>
<b>Training offer</b>	
<p>Primarily targeting new PAs and individual employers, this project will develop the content of basic training courses working collaboratively with local authorities, a training provider, and specialist insurance providers. The courses will start participants on an ongoing learning journey.</p> <p><b>Training for PAs:</b> giving a basic overview covering best practices and boundaries, basic health and safety, employment rights, core principles of dignity, and safeguarding</p> <p><b>Training for individual employers:</b> covering employer responsibilities and skills including legal aspects and obligations of employment, auto enrolment, best practices and boundaries, basic health and safety, employment rights, core principles of dignity, and safeguarding.</p>	

<b>ULO</b>	<b>Wiltshire CIL</b> working in partnership with Wiltshire Council
<b>Contact</b>	1 Couch Lane, Devizes, Wiltshire, SN10 1EB <a href="http://www.wiltshirecil.org.uk">www.wiltshirecil.org.uk</a>
<b>Training offer</b>	
<p><b>Training for individual employers</b></p> <ul style="list-style-type: none"> <li>▪ <b>Direct Payment Information Session:</b> will answer questions about direct payments and will cover how to be a good employer, recruitment &amp; selection, being a good manager, including communication.</li> </ul> <p><b>Training for PAs</b></p> <ul style="list-style-type: none"> <li>▪ <b>Emergency First Aid</b></li> <li>▪ <b>Moving &amp; Handling</b></li> <li>▪ <b>Safeguarding:</b> No secrets policy; Safeguarding principles; Barriers to disclosure; Deprivation of liberty &amp; abuse; Reporting &amp; recording of abuse</li> <li>▪ <b>Dementia Awareness:</b> Treatment; Recognising pain and pain management; Social &amp; Medical Model of dementia; Person centred support</li> <li>▪ <b>Learning Disability:</b> Perceptions; Person centred support; Active support; Inclusion</li> <li>▪ <b>ASC (Autistic Spectrum Conditions):</b> Genetics; Triad of impairments; Hyper &amp; hypo sensitivity; Support planning</li> </ul>	

## Yorkshire, Humber and the North East

<b>ULO</b>	<b>Active Independence</b> working in partnership with Doncaster MBC
<b>Contact</b>	20 Winterset drive, Doncaster, DN4 5 PT <a href="http://www.activeindependence.org">www.activeindependence.org</a>
<b>Training offer</b>	
<p><b>Employing personal care assistants:</b> funded by Doncaster MBC, a classroom based workshop will cover:</p> <ul style="list-style-type: none"><li>▪ getting a package of care and support</li><li>▪ developing an advert or job role</li><li>▪ recruitment and selection</li><li>▪ induction or making a good start</li><li>▪ rights and responsibilities</li><li>▪ boundaries</li><li>▪ contingencies</li><li>▪ dealing with issues</li></ul>	
<p><b>The role of a PA:</b> funded by Doncaster MBC, a classroom based workshop will cover:</p> <ul style="list-style-type: none"><li>▪ PA role</li><li>▪ rights and responsibilities</li><li>▪ relationships and boundaries</li><li>▪ communication and confidentiality</li><li>▪ personal and professional development.</li></ul>	
<p>This project will also update two on-line modules to bring them in-line with current legislation and practice and bring together a more integrated package of learning opportunities:</p> <ul style="list-style-type: none"><li>▪ The Assessment Process</li><li>▪ The Role of the Personal Assistant</li></ul>	
<p>In updating these modules, they will:</p> <ul style="list-style-type: none"><li>▪ develop two focus groups; one for PAs and one for IEs</li><li>▪ identify and research relevant content and legislation</li><li>▪ use feedback from the delivery of the classroom training session to refine the online courses.</li></ul>	

<b>ULO</b>	<b>Darlington Association on Disability</b> working in partnership with Wishing Well Club
<b>Contact</b>	Unit 1P Enterprise House, Valley Street, Darlington, DL1 1GY <a href="http://www.darlingtondisability.org">www.darlingtondisability.org</a>
<b>Training offer</b>	
<p>Training can be undertaken by both PAs and their employers and will be delivered in a group classroom setting.</p> <p>Participants can choose from the following sessions:</p> <ul style="list-style-type: none"> <li>▪ <b>Autism Awareness</b> (understanding of Autism, spectrum, language, sensory processing)</li> <li>▪ <b>Disability Equality Training</b> (different models of disability, awareness around legislation, language, and attitudes)</li> <li>▪ <b>First Aid</b> (basic first aid awareness and lifesaving skills)</li> <li>▪ <b>Food Hygiene</b> (importance of feed safety, and preparation skills)</li> <li>▪ <b>Health and Safety</b> (fire, slips and trips),</li> <li>▪ <b>Manual Handling</b> (safe lifting and carrying skills)</li> <li>▪ <b>Mental Capacity and deprivation of liberty</b></li> <li>▪ <b>Mental Health Awareness</b></li> <li>▪ <b>Safeguarding</b> (protecting vulnerable adults and children from mistreatment)</li> </ul> <p>This training can also be delivered in a more flexible way if group classroom settings are not suitable.</p>	

<b>ULO</b>	<b>Disability Sheffield Centre for Independent Living</b> working in partnership with Sheffield City Council
<b>Contact</b>	The Circle, 33 Rockingham Lane Sheffield S1 4FW <a href="http://www.disabilitysheffield.org.uk">www.disabilitysheffield.org.uk</a>
<b>Training offer</b>	
<p>Training can be undertaken by both PAs and their employers and will be delivered in a group classroom setting.</p> <p>Participants can choose from the following <b>PA training</b> sessions provided by Sheffield City Council's Moorfoot Learning Centre:</p> <ul style="list-style-type: none"> <li>▪ <b>Emergency First Aid at Work</b></li> <li>▪ <b>Moving and Handling People</b></li> <li>▪ <b>Health, Safety and Fire Awareness</b></li> <li>▪ <b>Eating and Swallowing</b></li> <li>▪ <b>Food Hygiene level 1</b></li> <li>▪ <b>Dignity in Care</b></li> </ul> <p>Disability Sheffield will offer training in the following:</p> <ul style="list-style-type: none"> <li>▪ <b>Safe Restraints practice</b> - understanding of restraints practice within the context of the relationship between an employer and their PA (an option to complete this training online is available)</li> <li>▪ <b>Pensions automatic enrolment</b> – individual employers will gain an understanding of new workplace pension requirements and their responsibilities as an employer</li> <li>▪ <b>Access to remote HMRC webinars</b></li> </ul>	

<b>ULO</b>	<b>Leeds CIL</b> working in partnership with Leeds City Council – Adults and Health
<b>Contact</b>	Armley Grange Drive, Leeds LS12 3QH <a href="http://www.leedscil.org.uk">www.leedscil.org.uk</a>
<b>Training offer</b>	
<p><b>Essential Guide to Being a PA workshop</b> delivered in a classroom setting will cover:</p> <ul style="list-style-type: none"> <li>▪ History of the independent living movement</li> <li>▪ Why do people employ a PA?</li> <li>▪ What does a PA do?</li> <li>▪ The Role and Responsibilities of a PA</li> <li>▪ Health and safety</li> <li>▪ Basic food handling hygiene</li> <li>▪ Equality and Diversity</li> <li>▪ General awareness in Safeguarding</li> <li>▪ Expert by Experience – an employer talks about the different experiences that they have had with employing PA's.</li> </ul> <p><b>Training for PAs</b> delivered in a classroom setting</p> <ul style="list-style-type: none"> <li>▪ First Aid at Work</li> <li>▪ Emergency First Aid</li> <li>▪ moving and handling (can also take place at pas work place – the employers home)</li> <li>▪ intensive interaction (communication training for PAs who work with individuals with profound and multiple learning disabilities/dementia)</li> <li>▪ dealing with challenging behaviour (enables PAs to support employers and children with challenging behaviour, includes physical restraint and breakaway techniques)</li> <li>▪ basic cooking skills for PAs</li> <li>▪ visual impairment awareness</li> <li>▪ autism awareness</li> <li>▪ epilepsy awareness</li> <li>▪ hair, make up and shaving tips for PAs</li> </ul> <p><b>Employment Law Training</b> delivered in a classroom setting by Shulmans Solicitors will provide IEs with the information they need to comply with employment law, ask questions and discuss their own situation in a supportive, confidential setting and covers:</p> <ul style="list-style-type: none"> <li>▪ contracts of employment</li> <li>▪ managing your PA</li> <li>▪ ending the employment contract</li> <li>▪ disciplinary &amp; grievance</li> </ul> <p><b>Employer workshops</b> delivered in a classroom setting by Connect in the North a ULO that provides training with an emphasis on ensuring it is accessible for all PA employers, including people with learning difficulties, enabling them to be good employer with cover:</p> <ul style="list-style-type: none"> <li>▪ recruiting a new PA</li> <li>▪ inducting a new PA</li> <li>▪ risk assessments for employers</li> <li>▪ assertiveness training for employers</li> </ul>	