



My Life

Pathways to employment: Train the Trainer sessions

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Background

My Life Legacy is a registered charity that supports individual employers to find and recruit high quality personal assistants (PAs). This enables individuals who need care and support to have more choice and control and a better quality of life.

Our founder, Caroline Tomlinson, delivers talks all over the country and recognises a national challenge with finding PAs.

We developed the Pathways to Employment model (P2E), an asset based community development approach, to support more people into the PA role. The model invites potential PAs to attend five sessions to explore more about the role, the values you need to work in social care and gives them the opportunity to meet potential employers. At the end, suitable candidates are recruited by individuals into paid jobs or voluntary work.

This has been successful locally and we wanted to share our learning and successes with the wider voluntary sector, and support them to run their own P2E programme.

To do this we designed and delivered a Train the Trainer course and offered it to other supporting organisations across England free of charge.

As part of this project we delivered a full day Train the Trainer session and gave delegates the opportunity to attend the actual P2E course. They were then offered a follow up session and ongoing mentoring to help them deliver the P2E model in their own organisation.

Aims

The aim of the project was to develop a Train the Trainer course that builds on the success of our local P2E model so it can be replicated across the country.

We wanted to:

- find at least five trainers from five different organisation who want to deliver the P2E model
- train all of the trainers to a competent level to recruit and deliver the course
- support trainers to take the learning to their own workplace and deliver the P2E model
- evaluate the success of what works and what doesn't.

We hoped this would expand the reach of P2E to:

- support individual employers to recruit, train and retain PAs
- attract new PAs into the social care workforce
- provide training and development opportunities for PAs.

The Pathways to Employment model

P2E is a model that supports the recruitment of PAs with the right values and skills.

We developed it to meet the challenges individual employers have of finding suitable PAs who would stay in the role.

It takes an asset-based approach to finding good quality PAs. It uses the concept of connection and conversation, building trust and confidence to match members of the community with individuals who are looking for support.

The [Pathways to Employment workbook](#) outlines how to run the course from start to finish.

Finding local people and recruitment

It starts off by finding local people. We go out into the community and talk to individuals about being a PA and the values and skills they need. We have a large presence on social media and use these connections to bring people together.

We offer introductory sessions which clearly tell potential PAs our expectations.

Suitable candidates then go through a 'positive attitude' application process – this is for people to see this is a privilege, not a right, to be involved.

The five day course

Successful candidates then go on a five day course, usually on a Friday or Saturday over five consecutive weeks.

The course is based on values, building self-confidence, teamwork, asset-based community development, communication skills and meeting potential employers. We expect people to attend every session.

We have supporting resources to deliver the course.

Session	Title	Supporting resources
Session one	Why things are like they are	▪ Agenda ▪ Trainer notes ▪ Homework Induction workbook ▪ Induction workbook: confidentiality ▪ Induction workbook: Fire awareness and emergency action ▪ Induction workbook: food hygiene ▪ Induction workbook: health and safety Supporting resources ▪ Language reflects our values ▪ Love is simply not enough ▪ The five accomplishments ▪ The values of inclusion ▪ To be born is to be chosen ▪ Supported decisions
Session two	Person-centred practice	▪ Agenda ▪ Trainer notes ▪ Appreciative inquiry learning log presentation ▪ Who am I? Hackney planning presentation Induction workbook ▪ Induction workbook: Individuality and human rights Supporting resources ▪ Person centred risk assessment ▪ Thought of the day ▪ The David Cohen story video

Session three	Asset-based community development, combined with team building	▪ Agenda ▪ Trainer notes ▪ How to build a community presentation Supporting resources ▪ 100 Things ▪ How to use a capacity inventory ▪ The importance of friendships ▪ Undiscovered video
Session four	Understanding the service system	▪ Agenda ▪ Trainer notes Induction workbook ▪ Induction workbook: Basic first aid ▪ Induction workbook: Being a professional ▪ Induction workbook: Communication ▪ Induction workbook: Handling money and valuables ▪ Induction workbook: Infection control and blood pathogens ▪ Induction workbook: moving and handling ▪ Induction workbook: Promoting anti-discrimination Supporting resources ▪ Solution circles ▪ Westminster fact sheet ▪ What is advocacy ▪ Why advocacy is needed
Session five	Bringing everything together	▪ Agenda ▪ Trainer notes ▪ Fish – employ with confidence presentation

		Induction workbook ▪ Induction workbook: Risk assessment ▪ Induction workbook: Understanding abuse Supporting resources ▪ The framework for continuous learning ▪ Questions for appointing staff ▪ Safeguarding ▪ The sparrow ▪ Thought for the day - Titanic ▪ Top tips for employing people ▪ Write yourself a letter
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Throughout the course, we chase up references and have conversations with referees, do disclosure and barring checks and look through their social media sites.

We graduate all those who complete the course and the graduates organise a graduation party, where we invite family, friends and potential employers.

Support PAs into employment

At the end of the course individual employers who are looking for PAs are invited to come along and meet the graduates from the programme. In most instances families choose around three graduates to interview for real jobs.

We're a membership organisation, with the ethos that those who put something in (i.e. the membership fee) will get something out. Therefore individual employers who want to be matched with potential PAs pay a £5 per month or £60 per year membership fee. Provider organisations can also become members and access PAs for £1000 per year.

Train the trainer session

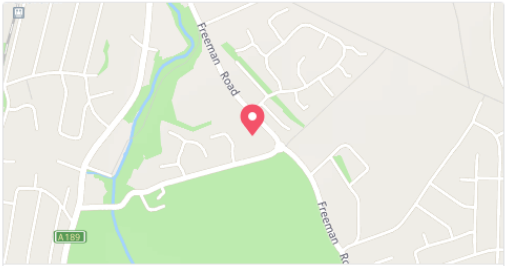
We wanted to train others to let other organisations know about and deliver the P2E programme themselves. To enable this we developed a Train the Trainer approach.

Promoted and marketed the course

We invited other voluntary organisations to attend the Train the Trainer course through social media, and asked them to fill in this [expression of interest form](#).

**My Life** was 🥰 feeling proud at **Disability North**.
27 September 2016 · Newcastle upon Tyne · 🌟

We are delighted to be part of the Employ with Confidence Event with Fish Insurance, Peninsula and Skills for care. We will be sharing our Train the Trainers programme on how to find, train and keep personal assistants funded by Skills for Care. We have a few places left contact carolinetomlinson@my-life.org.uk or call 01257 472900 we have agreed to extend the deadline for expressions of interest until the end of the week.



**Disability North**
Medical and health · Newcastle upon Tyne
77 people checked in here

Save

**My Life**
20 September 2016 · 🌟

How to recruit personal assistants is a big issue across the country. My Life in partnership with Skills for Care are offering a FREE train the trainers course. Closing date for expressions of interest is 27 September for a mid October start in Wigan, Lancs. The course is proving extremely popular with participants from Cornwall to Scotland so don't miss out. For an expression of interest form contact carolinetomlinson@my-life.org.uk please feel free to share.



**My Life**
15 September 2016 · 🌟

Calling all voluntary sector organisations who are recruiting personal assistants. We are offering a free train the trainers course supported by Skills for Care to learn how to recruit personal assistants. If you are interested you need to contact Caroline Tomlinson for more information on 01257 472900 or carolinetomlinson@my-life.org.uk



 Like

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  9

45 shares

**My Life**
[@mylifecharity](#)

Following

How to recruit personal assistants is a big issue across the country. My Life in partnership with Skills for Care... fb.me/86HSyggnP

1:16 PM · 20 Sep 2016

4 Retweets

4 Likes



  4  4 

**My Life**
[@mylifecharity](#)

Following

Calling all voluntary sector organisations who are recruiting personal assistants. We are offering a free train... fb.me/2RBrgkKky

1:20 AM · 15 Sep 2016

3 Retweets

4 Likes



  3  4 

In total we recruited 20 representatives from organisations in England who were responsible for recruiting PAs.

These included four councils and clinical commissioning groups in East Lancashire, Bolton, Wigan and Hampshire, and five smaller voluntary organisations.

Delivered the Train the trainer course

- **Train the trainer session**

The Training the Trainer session included:

- an overview of the P2E sessions
- information about marketing P2E and recruiting PAs
- the opportunity to attend a real live course
- skills in presenting and delivery
- information about working with individual employers
- how to develop a successful peer support network.

We also provided information on how to ensure PAs could meet potential employers and be recruited into real jobs. This is started as part of the course where we invite families to meet participants. From here we can establish on going links and connections.

We offered ongoing mentoring to delegates to support them to deliver P2E in their organisation.

Delegates were also offered the opportunity to attend the full five day P2E course.

- **Supporting resources to support trainers to deliver the pathway**

- [Pathways to Employment application process](#)
- [Pathways to Employment data capture form](#)
- [Recruitment poster \(cohort 8 Sep 2016\)](#)
- [Recruitment poster \(cohort 9 Jan 2017\)](#)
- [Recruitment poster \(cohort 10 June 2017\)](#)
- [Pathways to Employment certificate](#)

- **Celebration event to celebrate learning and how trainers can evolve to further support individual employers in their community**

We ran a celebration event at the end and promoted it through this leaflet.

Let's celebrate Personal Assistants

MyLife
Registered Charity No. 1167858

skillsforcare

A free event that will bring together the best learning to help people from all over the country celebrate what is working and how together we can make things work even better.

Friday, 28 April 2017 from 10.30am to 3pm

Register now!
Places must be booked in advance.

Phone 01257 472900
Email info@my-life.org.uk

We welcome individual employers, families, personal assistants, organisations working with individual employers, commissioners, councils, CCGs and the wider voluntary sector.

Venue: Thompson House Equestrian Centre, Pepper Lane, Standish, Wigan, WN6 0PP

Personal Assistants have become an integral part of how health and social care is being delivered in our communities, with the introduction of the personalisation and more recently the Children and Families Act and the Care Act 2014. My Life has been supporting individual employers, families and personal assistants to work together to get it right, learn from each other and find solutions to some of the challenges. This event will bring together the best of our learning to help people from all over the country celebrate what's working and how together we can make things work even better.

The event will host a wide variety of workshops including:

- Recruiting Personal Assistants - from a micro to a macro level.
- How Personal Assistants can do an Apprentice in Health and Social Care.
- Funding the training for Personal Assistants.
- Planning for the future - how families can ensure they create a sustainable support network around their loved one.
- How to be a great individual employer - your rights and responsibilities.

This is a **FREE** event, however places **MUST** be booked in advance.

Lunch and refreshments are available throughout the day for a small donation.

We look forward to welcoming you!

We had great feedback about the event – [read the event evaluation here](#).

Find out more

You can download the workbook and supporting resources for the P2E course, using the links above.

If you'd like us to support you to deliver a similar model email carolinetomlinson@my-life.org.uk.