

# Direct Payments Factsheet – Training Personal Assistants

If you choose to employ your own Personal Assistants (PAs), the person assisting you with drawing up your support plan and Ideal For All can help you think through what you need to do to become a responsible employer. This will include thinking through any training you/your staff will need to undertake.

You need to make sure any staff you employ are able to carry out the tasks you expect of them and do not put you or themselves at risk of being injured. **Therefore, it is particularly important that you and your staff understand the implications of any moving and handling tasks expected of them.** Insurance companies state that they will only pay out if the Personal Assistant is trained in moving and handling by an appropriate trainer.

Employers are required to provide their staff with instruction, information, training and supervision. In particular health and safety legislation applies to employers of 5 or more staff who are then legally required to provide training. We strongly recommend that you identify your own training needs so that you can provide some formal guidance/training to your Personal Assistants. Ideal For All may be able to advise on this and also provide information about suitable available training. We also recommend that they/you access the training courses you have identified. This may mean attending some courses together.

If your Personal Assistant has not already undertaken training, and depending on the tasks they will be asked to undertake, the sorts of courses you may need to consider are, for example:

- Moving and Handling – if your Personal Assistant is supporting you with any moving and handling tasks, they will need to have Moving and Handling training
- First Aid
- Infection Control
- Food Hygiene
- Administration of Medication
- Health and Safety

You may also want to consider other specialist courses subjects such as dementia awareness, autism, diabetes, etc. Further information about local training courses is available from Ideal For All.

**Skills for Care** is a national organisation that provides support and advice to individual employers, including Direct Payment recipients. It is able to provide funding to cover the cost of care-related training for both employers and Personal Assistants (PA) as required. Funding can cover the direct costs of training and qualifications, travel and the cost of hiring replacement support whilst the PA is attending training.

Please follow the links below for further information on funding and other resources available from Skills for Care:

- Individual employer funding  
<http://www.skillsforcare.org.uk/Learning-development/Funding/Individual-employer-funding/Individual-employer-funding.aspx>
- Supporting your PA to gain the skills they need  
<http://www.skillsforcare.org.uk/Employing-your-own-care-and-support/Resources/Training-and-funding/Training-learning-and-development/Supporting-your-personal-assistant-to-gain-the-skills-they-need.pdf>
- A practical guide to learning and development for PAs  
<http://www.skillsforcare.org.uk/Employing-your-own-care-and-support/Resources/Training-and-funding/Training-learning-and-development/A-practical-guide-to-learning-and-development-for-personal-assistants.pdf>

## Who to contact

Adult Social Care - Tel: 01902 551199

Disabled Children and Young Person's Team - Tel: 01902 550911

Direct Payments Team - Tel: 01902 551292 or 01902 551294  
Civic Centre  
St Peter's Square  
Wolverhampton  
WV1 1RT  
[Email: Direct.payments@wolverhampton.gov.uk](mailto:Direct.payments@wolverhampton.gov.uk)

Ideal For All - Tel: 0121 558 5555 [Email: info@idealforall.co.uk](mailto:info@idealforall.co.uk)