

Training and tests



EasyRead version



Training

Your personal assistant needs good training.



This will help them be a good worker.

They need to work safely with you.



They may need to be trained to keep within the law. This might be where they are giving you medicines and drugs. It may be if they have to lift you.



They also need to keep up to date with new law.



When your personal assistant started the job you talked about training needs.



Here are some training courses a lot of personal assistants do:

- moving and handling



- food safety



- first aid



- infection control.



You may also need training yourself. This will help you be a good boss.



You might want help in:

- choosing the right worker
- being a good boss
- employment law
- supervision
- keeping notes and records.



Make sure you keep a record of any training.



Go to:



www.skillsforcare.org.uk/PATraining

Qualifications



Training may lead to tests or **qualifications**.

Skills for Care has many Adult Social Care Qualifications.

There are 3 levels of qualifications:



- Awards

- Certificates

- Diplomas



You can get more information on this at:

www.skillsforcare.org.uk/qualifications

Money for training



If you are the boss of a personal assistant you can ask for money to get training. This is called a **grant**. It can be used for you and your personal assistant.



For more information go to:
www.skillsforcare.org.uk/iefunding



Or:
www.tinyurl.com/NHSenglandPHB



Or call:
0113 245 1275.

Supporting your personal assistant



There is lots of information to help you think about training for your personal assistant.



Go to:

www.skillsforcare.org.uk/PATraining



Your personal assistant could do an Apprenticeship.

You could also hire an apprentice to be your personal assistant.



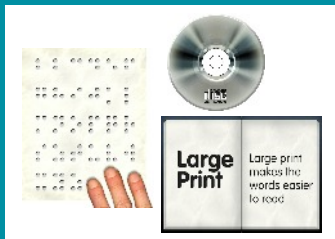
You can find out more about this at:
www.skillsforcare.org.uk/PAapprenticeships

And

www.apprenticeships.org.uk



or call **0113 245 1275**.



If you would like this toolkit in a different format please contact Skills for Care:



Email:

marketing@skillsforcare.org.uk



Telephone:

0113 245 1716



Skills for Care
West Gate
6 Grace Street
Leeds LS1 2RP



Email: info@skillsforcare.org.uk

Credits

This paper has been designed and produced for Skills for Care by the EasyRead service at Inspired Services Publishing Ltd.

Ref ISL 105/16. April 2016.

www.inspiredservices.org.uk

