



An individual employer is someone who needs care and support and who directly employs a personal assistant(s) (PA) to meet their needs. This gives individuals the choice and control over their support, which may be delivered in the home, workplace or community.

Individual employers can pay for their PAs using a personal budget (from social care or health) which they choose to take as a direct payment or personal health budget, or their own money (self-funders).

By recruiting a PA, individuals become an employer and take on all the responsibilities that entails, often with no prior knowledge or training.

An individual employer's focus and motivation is likely to be about keeping themselves (or a loved one) healthy and safe, and ensuring their support is good, so they can live their life in the way that they choose. They're less likely to have formal training and supervision processes and aren't always aware of the continued professional development needs of their employees. Some will have little interest in the ongoing development of their PAs, while others will be keen to engage.

A personal assistant (or PA) is someone who is (usually) employed directly by a person who needs care and support. They can also be employed by a family member or representative when the person they're supporting doesn't have the physical or mental capacity to be the employer. A PA always works directly with the individual they're supporting, in a person-centred way.

PAs are likely to be involved in many aspects of their employer's life and may be asked to provide support in the home, at leisure or at work. The opportunity to focus directly on the



Expect it to be challenging (but rewarding):

- Ω delivering training for individual employers and PAs requires an individualised approach
- Ω their health, personal circumstances, PAs shifts and day-to-day life will all play a part in how and when training can be delivered
- Ω you may need to work with the individual employer from the start of their learning and development journey, to identify what training they need and test different approaches
- Ω be prepared to explain all aspects of the training.

Invest your time:

- Ω many individual employers want a learning provider to visit and have a chat with them, so think about doing a home visit. This is a good way to establish what the individual employer wants and assess whether the training can take place in their home
- Ω if possible, schedule several visits in the same area on the same day.

Communicate, communicate, communicate:

- Ω individual employers may have no prior knowledge of how training and qualifications work, and will expect you to explain this in detail
- Ω



Useful resources



The information hub for individual employers and their PAs

www.skillsforcare.org.uk/iepahub

The hub has lots of resources, templates and guidance for individual employers and their PAs. There are specific sections about training and qualifications.



Funding to support learning and development

www.skillsforcare.org.uk/iefunding

Individual employers can apply for funding to pay for training and qualifications to develop their own skills or their PAs.



Skills for Care endorsement

www.skillsforcare.org.uk/endorsement

Skills for Care endorsement is a unique mark of quality which recognises the high quality learning and training you deliver to meet the needs of adult social care.



Employing personal assistants toolkit

www.employingpersonalassistants.co.uk

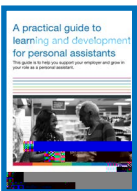
This toolkit has practical guidance for individual employers about recruiting and managing a PA. It includes advice about recruitment, induction, managing a PA, training and sorting out problems, and includes templates.



Being a personal assistant

www.skillsforcare.org.uk/beingaPA

This guide explains what a PA does, outlines what PAs should expect in employment and tackles FAQs about working as a PA.



A practical guide to learning and development for personal assistants

www.skillsforcare.org.uk/PAlearningguide

This guide helps PAs think about their ongoing learning and development and gives some ideas about the qualifications and training they could do.

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