



**my support**    **my choice**

Being in control of your own social care

Fact Sheet DP5 August 2012

## Training for Personal Assistants

When you employ a Personal Assistant, you need to think about whether they have the right skills.

Training ensures that your Personal Assistant keeps up to date with their skills and knowledge, so that they can support you safely and well.

Skills for Care is the national organisation for creating skilled support workers who do their jobs safely and well.

Skills for Care has a list of standards for training and skills for support workers in healthcare and adult social care. This includes Personal Assistants.



To help ensure that the Personal Assistant you employ supports you well, it is a good idea for them to have the training and skills on the list below:



1. The role of the health and social care worker
2. Personal development
3. Communicating effectively
4. Treating people equally and including people
5. Duty of care
6. Keeping people safe from abuse
7. Person-centred support
8. Health and safety in a care setting

If you find a Personal Assistant through an agency, you can use this checklist to ask the agency what training a worker has before you use them.

You may need to ask the agency or person you interview about other skills.



Think about anything else that your Personal Assistant needs to be able to do to support you well.

Examples might include:

- safe moving and handling, if you need support to move around
- using a hoist safely, if you use a hoist
- Makaton or British Sign Language, if you use this to communicate.

For more information about training and skills standards for care and support workers, visit the Skills for Care website.

**Website:** [www.skillsforcare.org.uk/cis](http://www.skillsforcare.org.uk/cis)

**Tel:** 0113 241 1275

**E-mail:** [info@skillsforcare.org.uk](mailto:info@skillsforcare.org.uk)

You can also call Barnet Council's Adult Social Care and Health Workforce Development team for more information about training for support staff.

**Tel.: 020 8359 6390**

The Direct Payments Advisory Service can also give you advice and information about skills and training for Personal Assistants.

Direct Payments Advisory Service  
Building 4, North London Business Park, Oakleigh Road South  
London N11 1NP  
Tel: 020 8359 3760  
Fax: 0870 889 5485  
Email :  
[DirectPaymentsAdvisoryTeam@barnet.gov.uk](mailto:DirectPaymentsAdvisoryTeam@barnet.gov.uk)

If you need this factsheet in a different format or language, please contact the Communications Officer for Adult Social Care and Health on:  
Tel: 020 8359 7150  
Email : [adultsocialcare@barnet.gov.uk](mailto:adultsocialcare@barnet.gov.uk)