



Learning and Practice Development

for

Direct Payment Carers and Employers

(Version 1.0 – 07/2022)

Contents

Introduction	1
Welcome	1
What are Personal Budgets and Direct Payments?	1
What is a Direct Payment Carer?	1
Training, Learning and Development for Direct Payment Carers.....	2
Introduction	2
Who is responsible for providing training, learning and development?	2
The Adult Social Care Academy	3
Training, Learning and Development and Safe Working Arrangements.....	3
Learning and Practice Development from the Adult Social Care Academy	4
Introduction	4
How is training, learning and development provided?.....	4
ASC LeadER	4
What training, learning and development is available?	5
Online Learning.....	5
Courses and Events	5

Introduction

Welcome

Welcome to the **Learning and Practice Development for Direct Payment Carers and Employers Guide** from the Adult Social Care Academy in the East Riding.

This guide seeks to provide information about managing the development of Direct Payment Carers / Personal Assistants. This is intended to complement information available from Skills for Care, which can be accessed on:

<https://www.skillsforcare.org.uk/Employing-your-own-care-and-support/Information-hub.aspx>



What are Personal Budgets and Direct Payments?

Personal Budget is a term used to describe the overall cost of care and support that Adult Social Services will provide to meet a person's assessed needs.

A *Direct Payment* is a cash alternative to Adult Social Services arranging the care for a person. Instead, the money is paid to the person with care and support needs to organise their own care.

What is a Direct Payment Carer?

The Direct Payment can be used to employ and pay for a Carer, or Personal Assistant as they are often referred to. For the purposes of this guide, we will refer to the person as a Direct Payment Carer.

It is important that Direct Payment Carers have the training they need to support the person cared for. This will make sure that they can be good at their job, work safely and motivate them.

Training, Learning and Development for Direct Payment Carers

Introduction

It is an employer's responsibility to ensure that their employees are trained appropriately to carry out their work properly and safely.

Skills for Care provides guidance on managing and developing a Direct Payment Carer, which can be accessed in #3 – Managing and developing your PA on:

<https://www.skillsforcare.org.uk/Employing-your-own-care-and-support/Information-for-individual-employers/Information-for-individual-employers.aspx>



Training, learning and development might include:

- Moving and Handling of People.
- Emergency First Aid / Basic Life Support.
- Communication Skills
- Infection Prevention and Control.

Who is responsible for providing training, learning and development?

As noted above, it is the employer's responsibility to ensure that their employees are trained appropriately.

It is important that Direct Payment Carers and their employer discuss and agree what training, learning and development is needed. They can then consider how this can be met.

Some training, learning and development will be available from Adult Social Services through the Adult Social Care Academy. However, specialist training, learning and development may need to be accessed from somewhere else.

There is not normally a charge for the training, learning and development available for Direct Payment Carers from the Adult Social Care Academy. However, the Academy will advise when any costs / charges apply.

Employers should speak to their Care Coordinator, Social Worker or Direct Payment Support Officer about:

- Support to cover a Direct Payment Carer whilst they are on training.
- Meeting the cost of any training, learning or development where there is a charge.
- Accessing specialist, learning or development that is not available from the Adult Social Care Academy.

The Adult Social Care Academy

The Adult Social Care Academy is part of the East Riding of Yorkshire Council and is funded to provide training, learning and development to those working in Adult Social Care in the East Riding.

The Academy will endeavour to make courses available to Direct Payment Carers. However, some courses are specific to specific workers / job roles and not available to Direct Payment Carers. The Academy will advise which courses can and cannot be accessed by Direct Payment Carers.

Training, Learning and Development and Safe Working Arrangements

Training, learning and development will focus on providing Direct Payment Carers with knowledge and skills relating to the topics, such as Infection Prevention and Control, Health and Safety, etc. However, it is not always possible to cover specific details relating to specialist equipment or ways of working in a particular workplace. Therefore, Direct Payment Carers will be advised to discuss specific working arrangements with their employer.

It is important that employers ensure that Direct Payment Carers are aware of safe working arrangements for their workplace.

Learning and Practice Development from the Adult Social Care Academy

Introduction

The Adult Social Care Academy is part of the East Riding of Yorkshire Council and works closely with Adult Social Services to identify training, learning and development needs.

How is training, learning and development provided?

Training, learning and development can be provided in different ways, including:

- Courses.
- Self-Study Guides and resources.
- eLearning.

Courses can be provided physically and virtually:

- *Physical* courses are delivered in a training or classroom room.
- *Virtual* courses are delivered using video conferencing software and is accessed on a tablet, laptop or computer.

Some courses may consist of a mix of methods, such as an eLearning course and a physical course.

ASC LeadER

ASC LeadER is a dedicated digital learning and resource platform operated by the Academy. This allows learners to access a range of digital learning and resources on a 24/7 basis.

Direct Payment Carers can request an ASC LeadER Account by completing an online request on <https://www.ascleader.co.uk/login/signup?>. All account requests are validated before they are active. It is important that Direct Payment Carers note their employer's name on the online request form, as this enables the Academy to ensure they are eligible to have an account.

What training, learning and development is available?

All training, learning and development available is advertised on ASC LeadER (www.ascleader.co.uk).

Online Learning

The online learning available can be viewed using the *Find Online Learning* option. Some learning is available without an ASC LeadER Account, but the majority requires an Account.

The Direct Payments Carers ASC LeadER Account will automatically enable access to any online learning available to them.

Courses and Events

The *Find Courses and Events* option provides access to the *Courses and Events* area, which includes:

- *Calendars of Courses and Events* – This provides a list of courses and events available on a month-by-month basis. Those indicated with the Audience of **DPC** can be accessed by Direct Payment Carers.
- *eBooking* – All requests to attend a course or event are made using an online eBooking form.
- *Learning and Practice Development Directory* – This is a directory of the training, learning and development activities. This explains what they include and who can access them.



Learning and Practice Development for Direct Payment Carers and Employers

© 2022 – East Riding Adult Social Care Academy (East Riding of Yorkshire Council)

www.ascleader.co.uk

All rights reserved. No part of this document may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods, without the prior written permission of the copyright holder.