

## Applying for individual employer funding

### Helping you to fill in the form and send us the right documents

If you live in **England** and employ a personal assistant (PA) you can ask for money to pay for training for you or your PA.

You can ask for money:

- to pay for the training course
- for expenses to get to and from the training
- for a replacement PA.



The money can be used for different kinds of care training like moving and assisting, first aid, communication, dementia awareness, diabetes awareness, risk assessments, skills for employers, and qualifications like a diploma in health and social care.

It usually takes about four weeks for us to look at and process your application and money is paid directly into your bank.

We recommend that you do not book or pay for any training until we have told you if your application has been successful and you can have the money.

### Questions?

If you have any questions about completing the application form or you want to check anything before you send it you can get in touch with us.

email [funding@skillsforcare.org.uk](mailto:funding@skillsforcare.org.uk) or call 0113 241 1275.

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## The rules of the funding and other things you need to know

- individual employer funding is for people who live in **England** and pay someone using a personal budget from social care or health, or their own money (this is sometimes called being a 'self-funder') to help them live in a way they choose (these people are called PAs)
- parents who employ PAs on behalf of children who are under the age of 18 are not able to apply for this funding, unless they are using a personal health budget (PHB)
- all training needs to be started and paid for by 31 March 2017
- you will need to send certain documents with your application form (necessary documents)
- we will add your details to our application database so we can contact you about your application and pay you the money
- we may also send you newsletters; if you do not want to get them you can contact us at any time to tell us to stop sending them to you (unsubscribe)

## Necessary documents to send with your application

You'll need to send copies of some documents with your application form.

If you do not send in the copies of the documents it will take longer to sort out your application. We will get in touch with you and ask for any documents that you should have sent.

We will not process your application until we have all the necessary documents.

**Proof that you employ a personal assistant, either**

- current certificate of employer's liability insurance, or
- a document showing HMRC tax employer reference as recorded by HMRC that includes the employer's name and address

**Proof of the costs of the training** – you must provide all that are relevant

- quote or invoice from the person or organisation providing the training, including VAT
- quote, invoice or receipt of travel (or expected) travel costs
- quote, invoice, receipt or copy of payslip to confirm PA cover costs

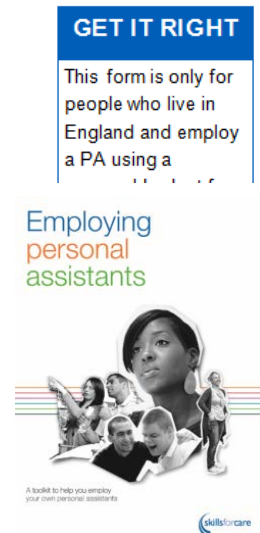
**If the employer is not able to complete the application form** and you are applying for funding on their behalf, we will need to see one of the following

- copy of document indicating lasting power of attorney status
- copy of document indicating court appointed deputy status
- other proof of ability to act on behalf of the employer (see section 2 of this document)

## Application form – general guidance

Have a look at the application form.

- It has **GET IT RIGHT** boxes to help you as you fill in the form to make sure you have included all of the information needed and have the necessary documents you'll need to send.
- You can ask someone to help you fill it in, if you need to.
- If you apply for funding, you will get a copy of the [employing personal assistants toolkit](#) sent to you. If you do not want a copy, you should tick the box on page one of the application form.
- When you are completing the application form, you might need to think about the following:



### Paragraph return

You should press 'shift' or 'ctrl' at the same time as the 'return' button to do a paragraph return.

### Copy and pasting text

If the copy and paste isn't working when you right click using a mouse, try using the controls on the keyboard. Select the text that you want to copy, press 'ctrl' and 'c' to copy text, and 'ctrl' and 'v' to paste the text.

### Spell check

The spell check function does not work in these forms.

## Section 1                    Employer details

All parts of this section must be completed.

These are the details of the **person who needs care and support** and pays a PA to help them live in a way they choose.

If the person who needs care and support is under the age of 18 (PHB funding applications only), then these should be the details of the adult acting on their behalf.

You will need to send one of these necessary document to prove that you are an employer:

- current certificate of employer's liability insurance, or
- a document showing HMRC tax employer reference as recorded by HMRC that includes the employer's name and address

We understand that sometimes the employer is not able to complete the application form (because they lack capacity). In this instance, someone else can apply for the money on their behalf, but this section should always contain the details of the adult who needs care and support (the employer).

The person acting on behalf of the employer must also complete section 3 and send the relevant necessary documents with the application.

## Section 2 Bank details

This section must be completed in full.

If your application is successful, we will pay the money directly into your bank account using BACS (bank transfer).

You need to tell us the details of the bank account you want the money to be paid into.

<b>Sort code</b>	The sort code should be in the format of three sets of two numbers separated by a dash, e.g. 12-34-56.
<b>Account number</b>	The number of your bank account; it is likely to be 8 digits long.
<b>Name of account holder</b>	The name of the person who has the bank account.
<b>Name of bank</b>	This is the name of the bank where the bank account is held, e.g. Barclays, Halifax, Lloyds etc.
<b>Bank address</b>	The address of the branch where your account is held
<b>Bank postcode</b>	The postcode of the branch where your account is held

If the money is being paid into an account that is not in your name (the name of the employer – the person who needs care and support) you must tell us why, using the space provided under 'Other'.

We will send a receipt by email to confirm that payment has been made. You'll need to give us an email address for the receipt.

Your details will be kept securely.

### Section 3                      Employer not able to complete application form?

If the employer is unable to complete the application form, they may have someone complete it and ask for the money on their behalf.

The person that has done this, should complete this section of the form and provide one of the following necessary documents that indicates that they are authorised to act on behalf of the employer (the person who needs care and support):

- copy of document indicating lasting power of attorney status, or
- copy of document indicating court appointed deputy status, or
- other proof of ability to act on behalf of the employer (see below)

The 'other proof' will need to be an official government document that states that you are acting on behalf of the employer, for example, from a local authority or health organisation, Jobcentre Plus, Department for Work and Pensions, The Pensions Regulator.

The document should contain the name of the employer (**person who needs care and support**) and the person acting on their behalf.

If the employer only needs **practical support** or advice to complete the application form and is aware they are asking for money, then section 2 does not need to be completed.

All parts of this section must be completed if relevant and the person completing this section should tick to say what their relationship with the employer (the person who needs care and support).

### Section 3                      Details of training

This section must be completed in full and proof of all costs must be provided.

The application form gives an example of how to fill in each of the boxes in this section. Over the next few pages, you will find more detailed guidance about what sort of information should be included in each box and how to work out the costs and the amount of money you want to ask for.

#### Who can I claim funding for?

If you have more than one personal assistant you can ask for money to pay for training for each of them and pay for more than one type of training.

You can also ask for money to pay for training that you as an employer may need.

You can apply for money to pay for a maximum of five training courses per person, per application.

**Example:**

*2 x PAs attending 5 courses each = 10 courses*

*1 x employer attending 5 courses = 5 courses*

*Total of 15 courses*

Once this training has been completed, or you employ a new PA, you can apply for more money to pay for more training at a later date, as long as money is available.

You should fill in the details for each training course in the table in section 3.



<p><b>Training course</b></p>	<p>This box should contain the name of the training course or qualification.</p> <p><b>Example:</b></p> <ul style="list-style-type: none"> <li>▪ <i>principles of care</i></li> <li>▪ <i>First Aid</i></li> <li>▪ <i>moving and assisting</i></li> <li>▪ <i>how to be a good employer or employing PAs</i></li> <li>▪ <i>accredited qualification in health and social care (such as Level 2, 3 or 5 Diplomas in Health and Social Care)</i></li> <li>▪ <i>dementia awareness</i></li> <li>▪ <i>bespoke training that learning providers have set up to meet your needs</i></li> </ul> <p><b>Delegated health care tasks</b></p> <p>Applications for money to pay for training for any delegated health care tasks included in a care plan will not be accepted. Training (or the money for training) for these essential tasks must be met by your local NHS organisation.</p>
<p><b>Name and address of provider</b></p>	<p>You must give the name and address of the organisation or person who will be providing the training. It could be a local authority, NHS organisation, private training provider, local college, direct payments support organisation and so on.</p> <p>You will need to find an organisation or person that will do the training you need or want.</p> <p><b>Need help finding an organisation or person to deliver training?</b></p> <p>Your local NHS or direct payments adviser or support organisation may be able to help you with this. Or you could try searching on Skills for Care's list of endorsed learning providers  <a href="http://www.skillsforcare.org.uk/endorsement">www.skillsforcare.org.uk/endorsement</a>.</p> <p>Skills for Care cannot search for and arrange training for you.</p>
<p><b>Who will attend the training course?</b></p>	<p>You must give the first and last names of the people going on the training.</p> <p>This should be either you as the employer or the names of your PAs.</p>

<b>Course start and end dates</b>	<p>You must say when the training course is going to start and finish so we know when you will send a copy of attendance or completion certificate.</p> <p><b>Example:</b></p> <ul style="list-style-type: none"><li>▪ a course lasting three days starting on 17 May would be written as 17-19 May.</li><li>▪ Diploma course lasting 10 months starting in September would be written as September 2016 – July 2017</li></ul> <p>All training courses must be <b>paid for</b> and <b>started</b> before <b>31 March 2017</b>.</p> <p>Course <b>end dates</b> can be after 31 March 2017. This means that this money can be used to pay for accredited qualifications that take longer to complete, for example a level 2 Diploma in Health and Social Care.</p>
<b>Training costs (incl. VAT)</b>	<p>You must put the total cost of the training course, including any VAT.</p> <p>Costs should explain how much money is needed for each training course.</p> <p><b>Example:</b> <i>2 x PAs doing a First Aid course costing £600 per PA is 2 x £600 = £1,200 including VAT.</i></p> <p>You <b>must</b> send with your application a quote or invoice from the person or organisation that is going to be providing the training that explains all of the details of the course, including:</p> <ul style="list-style-type: none"><li>▪ the subjects covered and what will be learned</li><li>▪ where and when it will be held</li><li>▪ how much it will cost in total</li></ul> <p>Costs should explain how much money is needed for each training course.</p>

## Travel costs

You must put the total cost of travel.

You can ask for money to pay for the cost of travelling to and from the training, but you must send a quote, invoice or receipts to show how much the travel will cost.

All travel should be booked as far in advance as possible to get the best value and train tickets must be standard class.

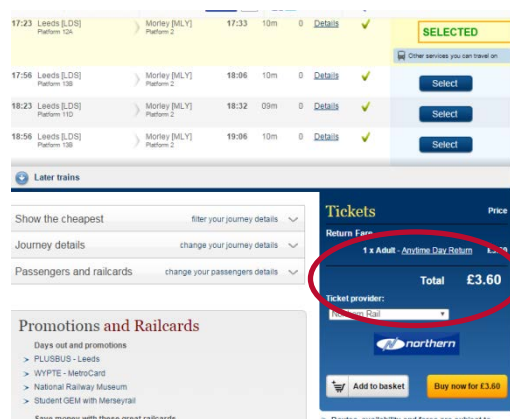
### Taxi

Ask your local taxi company to send you a quote telling you how much the journey will cost.

**Example:** *Kirkstall to Leeds College would cost £5 each way. For a 3 day course, this would cost £30 (3 days x 2 journeys each day of £5 each).*

### Train or bus travel

You can send an example of how much the journey may cost, like a photo or screen shot from a travel website like the one pictured here, showing the details and cost of the journey.



### Example:

*Travelling by train, it would cost £3.60 return per day for 3 days giving a total cost of £10.80 per PA for 2 PAs this would cost £21.60.*

### Mileage

For mileage you must tell us the start and end point of the journey (you can use place names or postcodes), the number of miles you will be travelling and how many times you will need to make that journey. You can send this on a separate piece of paper or document with your application.

### Example:

*Kirkstall to Leeds College = 12 miles  
Training is lasting three days, 2 journeys each day = 6 journeys (3 x 2)  
Total miles is 72 miles (12 x 6) at a rate of 45p per mile = £32.40*

## Replacement PA costs

You must put the total cost for a replacement PA.

Ideally, all training should take place during your PAs **normal working hours** and you can ask for money to pay for the cost of a **replacement or additional PA**, but there are certain rules about when you can ask for this money. You can only ask for this money:

- when you need to pay someone to support you while your usual PA is away attending training during their **normal** working hours, or
- when you (the employer) needs **additional** support to attend training that you wouldn't normally need during that time.

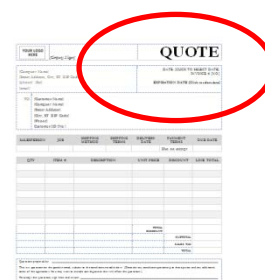
You **cannot** ask for money to:

- pay your PAs to attend training
- pay for a PA when they would not normally be working for you

If replacement PA costs are needed for longer courses (e.g. level 3 diploma) you can only ask for money to pay for PA cover when the PA is attending this training during their **normal working hours**. You may be asked for more information about this before any money is confirmed.

### Using a replacement PA from an agency or other provider

If you are getting a replacement or temporary PA from an agency or other provider, you must ask them for a quote or an invoice telling you how much it will cost and send it with your application.



### Using a replacement PA from your own team

If the replacement PA is from your own team of PAs and they would be working additional hours to cover for the PA who is attending training, you must send a copy of a payslip to confirm the hourly rate of pay and say how many extra hours they will need to work.

### Example:

*Two PAs attending a first aid course for 3 days from 10am-4pm.*

- *One PA would normally be working for you for 4 hours during the time the training is taking place and you'll need to get another PA to cover their hours.*
- *Your other PA would not normally be working on those days and has agreed to attend the training in their own time.*
- *PA providing the cover gets paid a rate of £9.50 per hour. Total cost is £9.50 x 4 hours x 3 days = £114.00*

<b>Total cost per course</b>	<p>You must put the total cost (the money you need to ask for) of the training course including:</p> <ul style="list-style-type: none"><li>▪ cost of training</li><li>▪ travel costs</li><li>▪ PA costs</li></ul> <p><b>Example:</b> <i>£1,200 Training course – 3 day first aid course, + £32.40 travel costs, + £114.00 PA cover costs, = £1,346.40 total amount needed for two PAs to attend a 3 day first aid course.</i></p>
<b>Total funding requested £</b>	<p>You must add up all of the total costs for each of the training courses and put a total cost on your application.</p> <p>This will be the <b>total</b> amount of money you need to pay for all the training courses, all the travel costs and all the PA cover costs.</p> <p>It is the total amount of money you would like from Skills for Care.</p>
<b>How will this training help you as an employer?</b>	<p>Use this box to say why the training is needed and how it will help you as an employer and how it will help your PA(s).</p>

## Section 4                      Conditions of the grant

It is important that you read these conditions and make sure you understand them.

You will need to tick to say you understand them before you can get any money from Skills for Care.

This section of the form tells you:

- how and when this money must be spent
- what you cannot use the money for
- what you must do
- what Skills for Care will do
- what Skills for Care will not do

This section also tells you about data protection and explains how Skills for Care will use the information you give us.

### Declaration

By ticking the boxes in the declaration you are agreeing to the 'conditions of the grant funding' and that you wish to apply for funding (or are authorised by the employer to apply for money on their behalf).

You must tick to confirm you

- have read, understood and accept 'conditions of the grant funding'
- understand Skills for Care's obligations under the Data Protection Act
- are not applying to fund training for any delegated health care tasks included in the care plan agreed with a local NHS organisation
- understand that training (or the funding for training) for these essential tasks must be met by the local NHS organisation
- wish to apply for funding (money to pay for training).

You must print your name in the box provided and date the application form.

## Section 6                      Sending in your application and what happens next

Before sending us your application form, make sure:

- you have filled in all the boxes you need to
- you've included details of all the costs
- you are sending all the right necessary documents  
(see page 2 of this guidance)

If you do not, this will cause delays to the processing of your application.

Applications can be sent at any time up to 5pm on 28 February 2017.

You can send your application by email to [funding@skillsforcare.org.uk](mailto:funding@skillsforcare.org.uk)

Or by post to:                      IE Funding  
   Skills for Care Ltd  
   West Gate, 6 Grace Street, LEEDS, LS1 2RP

Once you have sent us your application:

- **We will** let you know that we have got your application form.
- **We will** look at your application form and ask for more information if we need to.
- **We will** tell you if your application has been successful and when you will receive the money.
- **You should** book all training once you know you will get the money and make sure it is completed.
- **You should** send copies of completion certificates once the training is finished.

## Who is Skills for Care?

Skills for Care is an organisation that wants to make sure that people who work as a PA have the right skills and qualifications to deliver high quality care and support, and their employers (individual employers) are able to support them to do this.

Skills for Care listens to and works closely with thousands of employers, people who need care and support, carers and other people to develop tools and resources that build and enhance the skills of you and your personal assistants .

Skills for Care want to increase the number of people, like you, who employ personal assistants, and support you to access training and qualifications for yourself and the people who support you.

This money will help you and your PAs to have the right skills and qualifications to enable you to live independently and have more choice and control.

The funding is part of the Workforce Development Fund (WDF) which is money provided by the Department of Health and given out by Skills for Care. It is a limited amount of money which helps PAs and their employers who live in England to develop their skills through social care related training and qualifications.