

THE SKILLS TRAINING PROGRAM



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Personal assistant registers are a way for people who want to employ personal assistants and people who work as personal assistants to find each other. They can make finding a personal assistant (PA) or employer easier and more flexible.

A PA register is not an agency, but is a list of PAs who are available for work. They can also include advertisements from employers (known as individual employers) who are looking to recruit a personal assistant.

PA registers provide useful information about finding and recruiting personal assistants as well as other relevant information for both individual employers and personal assistants.

A good PA register will reduce the time and cost involved in finding and recruiting personal assistants for both organisations providing support (including local authorities) and individual employers.

This guidance note is for organisations that are developing a PA register and suggests that there are seven key points to consider.

1 The guidance note is the result of intelligence gathering by Skills for Care involving relevant support agencies and desktop research.



This guide also includes suggested content for the home page of a personal assistant (PA) register and a personal assistant's listing.

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A list of existing PA registers has been published on the Skills for Care website. To access this list please visit www.skillsforcare.org.uk/personalassistants.

This list is not exhaustive and there may be other networks/registers available. If you know of one in your area that is not on this list or are developing a network/register and would like to be included, please contact Skills for Care on info@skillsforcare.org.uk or 0113 245 1716.

The Skills for Care 'Employing a personal assistant' toolkit is available at www.skillsforcare.org.uk/individualemployers. An EasyRead, Word and audio/visual DVD version of the toolkit is also available.