



South West Integrated Personal Commissioning Programme

Right Skills Sub Group: Career Paths MINUTES

Date: 11 March 2016

Venue: Taunton Ruby Club, Hyde Park Lane, Taunton TA2 8BU

Attendees: Gail Burfitt, Rebecca Furlong, Sarah Kendall, Lorraine Kirkland, Debbie Ovenden, Lindsey Thomas, Tony Webber

Apologies: Andrew Shock, Rosie Mainwaring, Liz Rees, Marsha Miles, Rhys Davies

Minutes of the last meeting

- Terms of Reference for the group approved and distributed
- Mapping – complete excel spreadsheet distributed to the group and to the Right Skills Group. Gaps – Cornwall. (This is a working document to be constantly updated)
- Peer Support networks for the self employed
- Employer training is essential

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Minutes:

Agenda Items

- 1) **PA Career Path Flow Charts** were distributed and discussed by the group –
 - i. PA does not want to obtain higher educational qualifications
 - ii. PA wants formal qualification, employer is capable of managing the process
 - iii. PA wants formal qualification , employer is incapable of managing the process

Discussion

- There is no mandatory training for PAs
- PAs are not covered by a regulatory body
- Local Authorities do not normally offer training for PAs although exceptions: - North Somerset originally had funding for training but withdrawn. Plymouth offer mandatory 19 hours per PA through Plymouth City Council and Enham
- NHS are required to train PAs in tasks required to meet the healthcare needs of the budget holder
- PAs have to be employed to take the Care Certificate and may not be able to meet all 15 Standards working for a single employer.
- Competencies have to be signed off by the employer (occupationally competent)
- The Care Certificate is not mandatory for CQC but is recommended
- Wellbeing – Care Act – do local authorities have a duty of care to the employer to relieve the stress of becoming an employer?
- Good support and training for the employer (measure when this has gone well and could be useful to lead to the reduction of PA turnover)

Recommendations

- PA training should be recommended, but non prescriptive
- Care Certificate is a good induction for professional development
- Care Certificate used as a baseline induction package (not a qualification) for all PAs, adapted to suit the individual employer. (NB “if Care Certificate adapted for use as induction tool, it is understood that the worker may not be able to be signed off against the 15 Standards and therefore may not be able to be issued with a Care Certificate”.)
- Support for the employer to be individually tailored to provide an induction for professional development for their PAs

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- Support and training for the Employer is essential from the outset to support them in this new role. This may positively impact on their confidence and recruitment and retention of PAs.

Actions

- Group to provide evidence e.g. case study/scenario of a time - a situation has gone well/not well in relation to the budget holder becoming an employer
- Make flow charts pictorial

2) Cornwall Career Path handout

Discussion

- Apprenticeships – not always suitable for PAs, the need to teach and assess is difficult because of the unique role of the PA and relationship between employer and employee. There may also be difficulty with the Apprenticeship Framework's minimum working hours requirements
- Apprenticeships require English and Maths – if English not the first language it could be difficult for the PA to administer medication and maintain records so training with English and Maths included may be beneficial
- Department of Health have commissioned Skills for Care to support 120 Registered Managers Networks by the end of March 2016
- Training providers and employers are a unique group – don't necessarily have policy documents that CQC registered provision would have

Recommendations

- Rather than taking apprenticeships PAs may be better to consider QCF units or qualifications relevant to their role and their specific employer's needs (Government currently have drive on apprenticeships)
- Formalised support package, issued by the commissioning body that provides the funding rather than depending on training providers and bodies like Skills for Care

3) **Challenges to PAs** in choosing to work with budget holders

Actions

- List of suggestions to be sent to the group to come up with possible solutions for the next meeting – LK

Other notes

- DBS – individual employers are not currently allowed to see a DBS certificate once issued, permission to view is the choice of the certificate holder
- Focus Group – suggested by Lindsey Thomas to develop a group of DP & PHB holders who are employers to tell their story of the whole process of becoming an employer and training their PAs, what went well/not well
- Develop 'I Care' Ambassadors so that PAs can promote their role in schools and colleges
- Develop links with Skills Funding Agency commissioned support for careers advisors in schools and colleges
- Mapping spreadsheet, contact Disability Cornwall to fill gaps – LK

Other Actions

- Circulate the agreed Terms of Reference - LK
- Suggest focus group to 'Getting People Involved Group of SWIPC' - LK

New Group Member

Welcome to Tony Webber from Bespoke Consultancy & Education Ltd. Tony is currently developing a matching website for PAs/Employers

Date of the Next Meeting: 15 April 2016 at South West House