

Category information sheet



Best individual who employs their own care and support staff

This award recognises the achievements of individuals who employ their own care and support staff.

About the award

We're looking for individuals who can show an effective approach to developing the skills and knowledge of their personal assistants (PAs). This includes good methods of recruiting and induction as well as how you manage your PAs and support them to enable you to live your personal, social and/or professional life according to your wishes and interests.

Those entering should include examples of things done by the individual employer that makes them stand out as a good employer.

Who should enter or be entered: people (individual employers) who directly employ their own care and support staff (personal assistants) in England.

How to enter

The Accolades awards are free to enter.

We've prepared this category information sheet to help you put your entry together.

Look too at our entry guide for tips and rules of entry.

Online entries open on Tuesday 7 May 2019.

The closing date for entries is 21 June 2019.

www.skillsforcare.org.uk/accolades

Entry questions (350 word limit)		Answers should include examples and describe:	Criteria
1.	How do you recruit your PAs to ensure they are right for the job?	<ul style="list-style-type: none"> ▪ how you develop clear job descriptions ▪ where and how you advertise vacancies ▪ how you encourage applicants ▪ working in partnership with others ▪ your application and selection process ▪ recruiting for values and behaviours ▪ if you employ PAs on behalf of a person who needs care and support, how they can maintain choice and control in the recruitment process. 	Recruitment of PAs
2.	What support do you provide for new starters?	<ul style="list-style-type: none"> ▪ induction processes ▪ mentoring ▪ identifying any learning and development needs. 	Support for new starters
3.	How do you manage your staff?	<ul style="list-style-type: none"> ▪ how you ensure good communication ▪ resolving problems ▪ keeping up-to-date with legal responsibilities ▪ supervision and appraisal. 	Management of staff
4.	How do you make sure your staff have the skills and knowledge to meet your needs?	<ul style="list-style-type: none"> ▪ identifying training needs ▪ training offered ▪ any Skills for Care support used, including funding. 	Skills and knowledge
5.	What else do you do that makes you a good employer?	<ul style="list-style-type: none"> ▪ how you make sure you have the right number of people with the skills you need when you need them (workforce planning) ▪ why people want to keep working with you (retaining staff) ▪ anything else you do to support and develop your PAs. 	Being a good employer
6.	If you were to achieve this award, why would it be important to you?		The importance of winning an Accolades

