

## **What Documentation will be required to become a Self-Employed accredited PA on the Isle of Wight PA Noticeboard**

- Enhanced DBS check for both Adults and Childrens workforce including barred lists. (The PA Team can support you to get an Enhanced DBS check if you require, further information will be provided upon your registration of how to do so)
- A copy of your Public Liability Insurance for a self-employed Personal Assistant in Care (The PA Team can provide a list of providers which will be sent upon your completed registration)
- A copy of your Unique Tax Reference number (UTR) as you will be working on a self-employed basis. (You can register with the HMRC for self-assessment you will then be given a UTR number).
- Right to work check (Evidence that you are either a UK citizen or have the right to work in the UK completed upon registration)
- Copies of the mandated Safeguarding online modules for both Adults and Childrens (These courses are free and can be completed online via the links in the Learning & Development tab on the PA Noticeboard or Safeguarding Adults – is <https://www.iowsab.org.uk/learning-and-development> and Safeguarding Children – is <https://www.iowsab.org.uk/learning-and-development>)
- Code of Conduct and Checklist signed and returned (The PA Team will send a copy out to you upon registration)