

# Becoming a Self-Employed Personal Assistant



## Accreditation Process

## Apply for Work

## Interview Process

## Start Employment

**Accreditation**

- Register & Complete PA Profile on IOW PA Noticeboard
- The PA Team will review your profile, send a welcome email invitation to attend introduction Session

**Apply for Work**

- You are now accredited and can log in to the PA noticeboard and apply for work.
- You can apply for any jobs on the noticeboard giving you increased flexibility and allowing you to fit in work around your current commitments.

**Interview**

- If your application is successful, you will be contacted by the individual or their representative for an interview.

**Employment**

- If successful you will be contacted by the individual or their representative to offer you the job.
- Put a working agreement in place outlining employer and PA responsibilities. A template can be found in the PA information pack.

**Accreditation**

- Gather Relevant documents to support your application:
- Right to Work in the UK
- Public Liability Insurance
- Unique Tax Payer Reference
- Enhanced DBS (if you have one)

**Apply for Work**

- Most adverts will contain details about pay, working hours, job requirement, location and a bit about the individual. Review the adverts carefully and make sure you can meet the requirements of the job but also ensure it's the right job for you.

**Interview**

- Prepare for the interview by reviewing the original job advert and your own application. Think about if there are any questions you want to ask at this point.

**Employment**

- Request a copy of the individuals care plan from them, their representative or Adult Social care if required.
- Keep daily record sheets and report any concerns of abuse or neglect to the safeguarding team. Details in PA info pack.

**Accreditation**

- Attend Introduction Session & pay £25.00 registration fee
- Complete Enhanced DBS Check
- Sign Code of Conduct
- Complete Online Training Via IWC Learning Portal

**Apply for Work**

- When applying, you'll be asked to write a cover letter which includes an overview of your skills and experience, your availability and your contact details. Its really important you try to sell yourself here so include as much relevant detail as possible.

**Interview**

- Make sure you take your documents with you to the interview. Although you have been accredited by the PA Market Team, you will also need to show these to the individual or their representative as they are responsible for employing you.

**Employment**

- Submit invoices to the individual or their representative to enable them to pay you. Template invoices can be found in the PA info pack. Its also important to ensure all training, documents and insurance are kept up to date and renewed when expired.

**Accreditation**

- You are now **fully accredited** and will be sent a PA information pack. This pack includes things like template invoices, template working agreements and details of who to contact if you have any safeguarding concerns.

**Apply for Work**

- Click 'apply now' to submit your application.
- You can view your submitted applications when you log in to the noticeboard if you need to refer back to them.

**Interview**

- Interview documents include:
- Enhanced Children and Adult Workforce DBS Check, Public Liability Insurance, Right to Work in the UK, Training certificates and qualifications, Unique Taxpayer reference, References, Covid Vaccination status.

**Employment**

- If leaving employment as a PA, refer to the working agreement and ensure you give the correct notice period to the individual but please also inform Adult Social care and the individuals representative so alternative arrangements can be sourced when needed.