

Policy Circular

Document No 09/08

Owner: Strategy & Communications Directorate

Subject: Task Training

Version: 2 of 2

Last Amended: 10 June 2010

Date Reviewed: 10 June 2010

Next Review: June 2012

Please note: From 17 June 2010 the ILF is closed to new applications.

1.0 Background

When an individual begins working for a new employer it is sometimes necessary for them to be trained to perform specific tasks in order to undertake the role effectively. This does not mean that the person is not qualified or equipped to perform the job but that the specific tasks that form part of that particular job may need to be shown to the new employee.

2.0 Policy

The ILF can consider paying for the additional time that is required for new employees to be trained to perform specific tasks that may be required of them while providing care for the user. The ILF will consider if the request is reasonable or if alternative arrangements are possible.

Independent Living Fund

Equinox House, Island Business Quarter, City Link, Nottingham NG2 4LA

Tel: 0845 601 8815 or 0115 945 0700, Fax: 0115 945 0945, Textphone: 0845 601 8816

Email: funds@ilf.org.uk, Website: www.dwp.gov.uk/ilf

The Independent Living Fund is an Executive Non-Departmental Public Body of the Department for Work and Pensions

In addition, where the package is shared with the LA, the ILF would only meet costs in relation to the percentage of the package that we fund and expect that the cost of task training be shared with the LA on this basis.

In real terms this may mean that for a specified number of hours 2 PAs may need to be paid, one being the new employee and the other being an established member of staff who can show the new starter exactly what to do.

The ILF will not pay for PAs employed by users to attend formal training to expand their skill base or attain educational qualifications.

3.0 Procedure

Users or their representative must make a request to the ILF on an individual basis where additional hours are required for task training. This should be for a limited number of hours as would be a reasonable length of time to allow the training to take place.

The ILF may request detailed information is provided about the nature of the training and the number of hours that will be required to provide the training before a decision is made.

Such additional money will only normally be provided where a new employee has been taken on. Monies for task training can only be provided where there is scope within the normal maximum sum policies for extra to be paid.

Task training costs will only be paid as and when they occur. They should not form part of a user's regular ongoing award as they will be incurred on an unpredictable basis making it difficult to assess how much will be required in any given period.

4.0 Source

Trustees meeting 13 February 2008

Trustees Meeting 12 March 2008

Trustees Meeting 9 June 2010

5.0 Cross References

Health and Safety policy
Increase Requests

6.0 History Date Reviewed

10 June 2010

Equality Impact Assessment

Screening Template

This preliminary impact assessment form is to help you screen your policy, project, function or new service. It should help you consider whether a full Equality Impact Assessment is required by looking at whether there is a potential negative or positive impact on any of the equality groups, if there is an opportunity to promote equality, and whether further data is needed.

Title of policy, project, function or service:

Task Training (users)

Short description of aims and objectives

This policy enables monies to be paid to users so they can arrange for new members of staff to receive “on the job” training such as how to perform specific required tasks.

Thinking about each group below, does (or could) the policy, project, service or function have an impact on members of each equality group? If so, how?

Equality Group	Yes – negatively	Yes – positively	Unclear	No impact
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gender	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Transgender	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Socio-economic groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

What information or research has been considered in judging these impacts?

This policy can be applied to all users in appropriate circumstances. No users appear to be disadvantaged by this policy.

You should consider a full Equality Impact Assessment (EIA) if:

- (a) you feel one or more equality groups will be negatively impacted by the policy, project or service, or
- (b) there is an opportunity to promote equality and eradicate discrimination.

You may also consider further research if it is unclear, at this stage, what the impact may be.

Based on your findings, is a full EIA required?

Yes

No

Please provide a short summary of your decision-making below:

This policy can be applied to all users where appropriate and the policy allows monies to be paid to ensure users have PAs working for them who are able to perform tasks correctly. This is a positive benefit for both the user and their PA.

Notes:

- The completed EIA Screening Template should be sent to Jon Duckworth, User Liaison Manager for approval by the Equality Impact Assessment Board (EIAB).
- We will contact you with any comments or queries about the completed form.

**This form was
completed by:**

Helen Sanderson
