

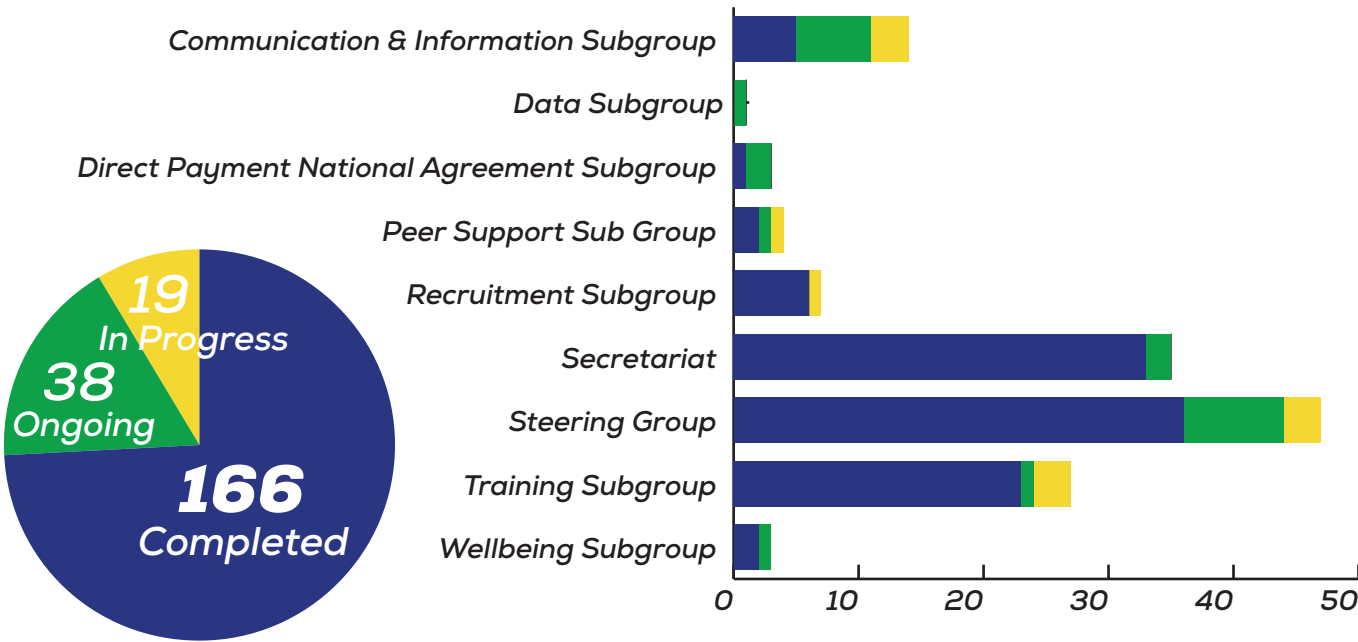
Personal Assttant Programme Board  
Workplan Summary  
2022-23 (Q2)

Objective Milestones



<b>PA Handbook</b> <ul style="list-style-type: none"><li>complimentary resource published and integrated with PA Employer Handbook</li><li>Role of ISOs</li></ul> <b>PA Training Framework</b> <ul style="list-style-type: none"><li>Subgroup created</li><li>Recruitment and Implementation of PA Training Framework focussing on employer and strong partnerships</li></ul> <b>DP Agreement</b> <ul style="list-style-type: none"><li>Survey of current practice completed.</li><li>Independent researcher appointed</li><li>Identification of areas for exploration - use if assessments to inform DP decision making - support &amp; training offered to PA Employers and PAs</li></ul>	<b>PA Employer Handbook</b> <ul style="list-style-type: none"><li>Supporting PA Development</li></ul> <b>PA Handbook</b> <ul style="list-style-type: none"><li>History of ILM</li></ul> <b>Recruitment</b> <ul style="list-style-type: none"><li>Subgroup creation</li><li>Description of PA role</li><li>My Job Scotland</li><li>Impact Campaign</li></ul> <b>Wellbeing</b> <ul style="list-style-type: none"><li>Wellbeing section to PA Handbook</li><li>£50,000 funds to test wellbeing provisions</li><li>Successful funding bid for demonstrator project, 2 improvement coaches recruited</li></ul> <b>Communications</b> <ul style="list-style-type: none"><li>3x case study videos</li><li>PAPB promotion</li><li>Forum and Handbook</li><li>Opt in and handover of "PA£500" subscribers</li><li>Launch IMPACT campaign</li></ul>	<b>PA Employer Handbook</b> <ul style="list-style-type: none"><li>PA Employer's membership on PA Handbook Workgroup and engagement on core topics</li><li>inclusion of terminology "personal outcomes"</li><li>gap analysis of handbook resources</li></ul> <b>SG ASC Workforce</b> <ul style="list-style-type: none"><li>Statutory Guidance Updated</li></ul>	<b>Survey</b> <ul style="list-style-type: none"><li>2022 survey and analysis published</li><li>2023 PA Workforce survey completed, analysis underway</li></ul> <b>Data</b> <ul style="list-style-type: none"><li>Subgroup creation</li><li>Review of PA workforce survey data and questions</li><li>2023 survey comparative data</li></ul> <b>Communication &amp; Info Subgroup</b> <ul style="list-style-type: none"><li>launch of wider media campaign</li><li>launch of 2023 survey across 9 distributions</li><li>3 new distributions including hard-copy</li><li>800 survey responses</li></ul>
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Sub Group Actions Completed



84 Workplan Actions  
139 Sub Group Actions

