

The PA Register Process

I want to be a PA

1) Register on the SHIP website

2) Set up your PA Profile

3) RCHL will contact you to arrange a short interview, verify qualifications and training, carry out DBS and Right to Work checks

4) If successful, your PA Profile will be activated

5) Profile selected by potential employer

6) Invited to attend interview with potential employer

7) If appointed, support provided by RCHL to complete relevant paperwork

8) Begin employment as PA

I want to have a PA

1) Look at PA Profiles on the SHIP Website

2) Contact RCHL on 01702 214547 or email sdp@rchl.org.uk with the reference numbers of your preferred PA Profiles

3) RCHL to arrange interviews and provide support as required

4) Choose preferred PA

5) Supported by RCHL to set up employment, including:

- setting you up as an employer with HMRC
- purchasing employers liability insurance
- calculating rates of pay and holiday entitlement
- writing a job description and contract

6) Begin employing PA