



 **CARE
ACCESS**
Consultancy

COMBINED TEMPORARY STAFFING & HOME CARE

START-UP PACKAGE

Starting small? Dreaming big?...
With Care Access Consultancy, the sky's the limit!



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ABOUT US

Empowering Care Excellence

At Care Access Consultancy, we are devoted to providing expert advice and backing to those who harbor ambitions of setting up their own healthcare consultancy businesses.

As a distinguished consultancy in the sector, we are keenly aware of the hurdles associated with establishing and managing a successful business. Our team of highly skilled consultants is dedicated to aiding our clients in reaching their business goals.

Initiating a Consultancy firm involves navigating a complex landscape, encompassing myriad regulatory, financial, and operational considerations. This is where our expertise becomes invaluable; we equip our clients with the necessary guidance and support to overcome these obstacles, thereby laying the groundwork for a successful and profitable venture.

In our engagement with clients, we embrace a cooperative and tailored strategy.

We invest time in comprehending their specific goals, challenges, and needs before devising unique solutions that are customised to their distinct circumstances. We offer a broad spectrum of services, which include strategic business planning, regulatory and financial advice, branding and marketing assistance, operational support, and ongoing coaching and mentoring.

Our team possesses a profound understanding of the healthcare sector, along with its current trends and best practices. We are dedicated to keeping abreast of the latest industry advancements, utilising our knowledge to ensure our clients remain at the forefront of the competition.

Whether you are just venturing into this field or exploring ways to expand your existing consultancy, Care Access Consultancy stands ready to assist.

CONGRATULATIONS!

On taking the first step towards starting your own Combined Temporary Staffing & Home Care agency! This is a thrilling endeavor that requires determination and hard work, but the potential for financial success and personal fulfilment is immense. We at Care Access Consultancy are committed to offering you the support and guidance you require to accomplish your goals.

Let's collaborate to make your dream a reality.



Starting a Combined Temporary Staffing & Home Care Agency: Things to consider

When setting up an Agency, there are a variety of factors to consider. These include:

1. Business registration and setup:

Ensuring that your agency is legally registered and compliant with all relevant regulations, including registering with the relevant regulators.

2. Start-up costs:

Considering the costs associated with setting up your agency, including initial investments in equipment, technology, and staff.

3. Business planning:

Developing a comprehensive plan for your agency, including financial forecasting, goals, and strategies for growth.

4. Compliance and regulations:

Adhering to all relevant laws and regulations, including those related to staffing, healthcare, and data protection.

5. Systems and software:

Choosing the right systems and software to support your agency's operations, including invoicing, payroll, accounting, CRM, shift management, and more.

6. Recruitment and staffing:

Developing a robust recruitment process and providing training and support for your staff.

7. Marketing and advertising:

Creating a strong branding strategy and implementing effective marketing and advertising tactics to promote your agency.

8. Operations and management:

Setting up your agency's operations and developing a strong management plan to ensure smooth and efficient operations.

9. Cash flow and financing:

Planning for cash flow and identifying funding options to support your agency's growth.

10. Training and Mentorship:

Providing ongoing training and support for your staff and management team to help them develop their skills and advance in their careers.

11. Staff Uniforms, Identification Cards, and Marketing Materials:

Providing your staff with uniforms, identification cards, and marketing materials that reflect your agency's brand and values.

12. Referral and Subcontracting:

Create a solid strategy for getting referrals and subcontracting in a way it doesn't compromise the standard of your agency.

13. Creating the Right Policies and Procedures:

Developing policies and procedures that align with relevant regulations and best practices.

14. Customer Care:

Providing excellent customer service and building long-lasting relationships with clients and referral partners.

15. Flexible and reliable staffing solutions:

Creating and providing flexible and reliable staffing solutions that meet the needs of your clients.



WHY CHOOSE CARE ACCESS CONSULTANCY?

Not to brag, but when it comes to healthcare consultancy, Care Access Consultancy stands out from the crowd. With our exceptional track record, industry expertise, and client-focused approach, we are proud to be a leading force in empowering healthcare entrepreneurs and organizations. Allow us to introduce ourselves and showcase why choosing Care Access Consultancy is a decision you won't regret.



Expertise and Experience

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Comprehensive Support

We offer a wide range of services designed to meet the diverse needs of healthcare entrepreneurs and organizations. From strategic planning and business development to legal and financial guidance, branding and marketing support, operational assistance, and coaching and mentoring, Care Access Consultancy provides comprehensive support at every stage of your journey.



Tailored Solutions

We understand that every client is unique, with specific goals, challenges, and requirements. That's why we adopt a personalised approach, taking the time to understand your individual objectives and tailor our solutions to suit your particular situation. Our collaborative approach ensures that the strategies and recommendations we provide align with your vision and yield the best outcomes for your business.

Industry Insights

Our team stays up-to-date with the latest developments and trends in the healthcare industry. We continuously monitor changes in regulations, market dynamics, and emerging opportunities, enabling us to provide you with timely and relevant insights. This knowledge empowers you to stay ahead of the competition, adapt to evolving trends, and make informed decisions for your healthcare business.



Commitment to Success

At Care Access Consultancy, we are committed to the success of our clients. Your goals become our goals, and we work diligently to help you achieve them. We are dedicated to providing exceptional service, fostering long-term partnerships, and ensuring your satisfaction throughout your journey with us.



CHARACTERISTICS OF CARE ACCESS CONSULTANCY

EXPERTISE

Our team of experts has extensive experience in the healthcare industry and will provide you with the knowledge and guidance you need to start and run a successful Temporary staffing agency.

CUSTOMISATION

We tailor our services to meet your unique needs and help you achieve your business goals.

CREATIVITY

We have mastered operating a diverse healthcare enterprise across different locations and cultural backgrounds. That provides an upper hand in identifying the best strategy to package our clients' services to look tremendous and yield great results.

QUALITY ASSURANCE

We are committed to helping you maintain high-quality standards for your clients and ensuring compliance with all relevant regulations and guidelines.

PRICING

Our services are competitively priced, and we provide transparent and honest pricing to help you plan and budget effectively.

MEETING DEADLINES

We have continuously operated with the rule "if we miss a deadline, we are out." Such strong principles have always kept us on check, ensuring that we have never missed a single deadline. We operate on a milestone basis, and our clients approve that the previous milestone is met before proceeding to the next one.

Q: What is a Temporary Staffing Agency?

A: A temporary staffing agency is a business that provides temporary employees to other companies. These agencies recruit, screen, and place temporary workers, such as nurses, doctors, administrative staff, and other healthcare professionals, in healthcare facilities, hospitals, nursing homes, and other institutions. Temporary staffing agencies are needed because they help organizations to quickly fill open positions or meet the demand for additional staff during busy periods.



TEMPORARY STAFFING AGENCY – **WHY IT MATTERS**

According to a report by the Recruitment and Employment Confederation (REC) in 2021, the temporary staffing market in the UK is growing, with the healthcare sector being a major contributor. The report also states that the COVID-19 pandemic has increased the demand for temporary staffing, as healthcare facilities have been under additional pressure to provide care and support for patients.

Temporary staffing agencies play a critical role in the healthcare industry, providing much-needed support to care providers and helping them meet the ever-growing demand for care services. In recent years, the demand for temporary staffing agencies in the UK has risen significantly due to an increase in the elderly population and a shortage of trained healthcare workers. This has led to a highly competitive market, with many new companies entering the sector to meet the demand.

Temporary staffing agencies provide a flexible solution for healthcare providers who need extra support during times of high demand or staff shortages. They offer skilled healthcare workers on a temporary basis, allowing providers to maintain their staffing levels without the need for costly recruitment processes or long-term commitments. Additionally, temporary staffing agencies can help to reduce the risk of burnout among permanent staff by providing them with much-needed breaks and support.

TEMPORARY STAFFING SERVICES AT A GLANCE

The Rise of Temporary Staffing Services: Meeting the Demands of a Changing Workforce.

Temporary staffing is becoming increasingly important due to changes in the nature of work and the global economy. According to the Office for National Statistics (ONS), the UK employment rate was estimated at 75.7% in November 2022 to January 2023, 0.1 percentage points higher than the previous three-month period. The increase in employment over the latest three-month period was driven by part-time employees and self-employed workers. The labour market has been shifting towards more flexible and temporary work arrangements in recent years. This shift is driven by a growing demand for temporary staffing solutions from businesses looking to reduce costs, improve agility, and scale their operations quickly.

Moreover, with the rise of the gig economy, many workers are choosing to work in temporary roles to gain more control over their work-life balance and to pursue multiple career opportunities simultaneously. This trend is particularly prevalent among younger workers, who place a high value on flexibility and career development.

The temporary staffing industry is also expected to grow due to the impact of the COVID-19 pandemic and Brexit. The pandemic highlighted the need for healthcare workers and other essential staff, and temporary staffing agencies have played a crucial role in providing these workers on short notice.

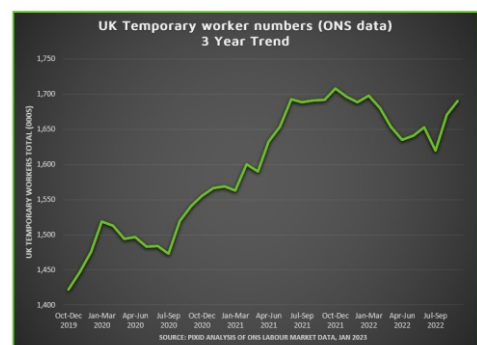
Promotion of Temporary Staffing Services

The UK government is promoting temporary staffing services to meet the increasing demand for flexible staffing solutions in various industries. The government has recognised the importance of temporary staffing agencies in filling gaps in the workforce and supporting businesses in meeting their staffing needs. As a result, they have implemented policies and initiatives that encourage the use of temporary staffing services. Additionally, public perception of temporary staffing has improved, with more businesses and individuals recognising the benefits of using temporary workers to meet staffing needs, such as flexibility and cost-effectiveness. As a result, there is an increasing demand for temporary staffing services in the UK.

Demand for Temporary Staffing Services in the UK

According to a report by Staffing Industry Analysts (SIA), the UK's temporary staffing market is expected to grow by 8% in 2023. The report also states that the UK's temporary staffing market is worth £40bn and that it is expected to grow to £43bn in 2023. The report attributes this growth to the increasing demand for temporary staffing services in the UK.

According to the BBC, firms are looking to take on more temporary staff due to uncertainty over the Covid crisis and Brexit. More people are also looking for work as a result of redundancy. Jobs in the healthcare and medical professions are the most widely advertised, while the number of roles in hotels and catering fell.





COMBINED TEMPORARY STAFFING & HOME CARE Start-up Package

Starting a business that offers both Temporary Staffing and Home Care services can be a great way to provide comprehensive care to clients while also creating a more sustainable business model. Combining these two services allows you to better meet the needs of your clients by providing them with a wide range of care options, and also creates opportunities for cross-selling and streamlining operations.

That's why we at Care Access Consultancy have created a package that helps our clients launch a Combined Temporary Staffing and a Home Care Agency. Our package includes everything you need to start and run a successful business, from registration and compliance to marketing, recruitment, and staff training.

WHAT'S INCLUDED:

- * Company Set-up
- * Registration

- * Branding
- * Policies & Procedures
- * Forms

- * Website
- * Social Media
- * Emails

- * Marketing & Marketing Materials



- Identity
- Uniforms & ID Cards

- Recruitment *
- Training and Support *

- Operations & admin *
- Referral for Subcontracting *

- Time sheets *

STARTUP PACKAGE - Our 15-Step Startup Package

Step 1: Set-up, Registration, and Information

This includes:

- Name storming
- Company registration
- Telephone redirect
- IT set-up
- Office space
- Business plan
- Corporate tax registration
- Employer registration
- VAT tax registration
- Data protection registration
- NMC registration.

Our information and guidance section explains how to get started in all these aspects through the guides on business overview, company regulation, directors' responsibilities, trademarking, tax, HMRC, self-assessment, bank account set-up, insurance, and office health and safety setup.



Step 2: Branding

Care Access Consultancy helps clients design and develop their branding components uniquely and attractively. The brands are aimed at offering durable services during the client's operations.

Key features include:

- Logo Design
- Business Cards
- Letterhead
- Compliment Slip
- Email Signature

Step 3: Marketing and Marketing Materials

Care Access Consultancy helps client formulate and implement their marketing strategies.

The process includes:

- Identifying the most effective marketing strategies.
- Developing the marketing platform/s.
- Developing a marketing budget
- Running the marketing campaigns - aspects such as social media sites set-up, website improvement through SEO.

Step 4: Email Accounts Set-up

• Care Access Consultancy helps its clients setup all their emails with the relevant email signatures. The setup uses a supreme logic approach that allows smooth and convenient operations.

Step 5: Forms & Documents

Care Access Consultancy creates professional PDF staff and customers' documents using the latest PDF features.

The documents includes:

- Contracts,
- Staff profile forms
- Assessment forms
- Care plans
- Care management forms



Step 6: Policies

Care Access Consultancy helps its clients develop and setup documentrelated policies that guarantees security of all forms of information.

Step 7: Business Planning

Care Access Consultancy helps clients create a comprehensive business plan that outlines your objectives, target market, competitive analysis and financial projections.

Step 8: Referrals

Care Access Consultancy provides its clients with the recommended suppliers/providers for their goods and services such as insurance, uniform, staff training, accounting, and business solicitors. Care Access Consultancy does not have any affiliation with the recommended providers/suppliers. The client maintains the privilege of selecting their preferred vendor.

Step 9: Training

Care Access Consultancy provides training at the end of the project's implementation stage. The training session is usually approximately half a day with all the relevant company delegates urged to attend. The training covers all the initial stages and ensures that the personnel in charge clearly understand their operations and maintenance.

Step 10: Printing

Care Access Consultancy provides clients with the necessary printed material, all fully complimentary. The materials included in our appreciation package include:

◆ Business Cards	200	◆ Time sheets	100
◆ Poster A3	5	◆ Brochures	100
◆ Trifold	50	◆ Client Leaflets	100
◆ Compliment Slips	100	◆ Staffing Leaflets	50

Step 11: Other Resources

Alongside the complimentary package, Care Access Consultancy provides its clients with other essential resources for smooth entry into the market.

The resources include:

- ◆ Marketing Data (From all four UK countries)
- ◆ Uniforms - 10 - 14 (10 tunics, 14 T-shirts)
- ◆ Health & Safety Poster
- ◆ First aid kit - Fulfilling Health and Safety Executive content recommendations for your workplace, **which includes:**
 1. 10 x Wash-proof Plasters
 2. 5 x Eye Pads with Bandage
 3. 5 x Triangular Bandages
 4. 10 x Safety Pins
 5. 10 x Sterile Dressings 12*2 and 18*18
 6. 10 x Moist Wipes
 7. 5 x Pair Disposable Gloves



Step 12: Operations and Admin

Care Access Consultancy guides clients in setting their operation and admin tools such as:

- ◆ Invoicing
- ◆ Client management (CRM)
- ◆ DBS checks
- ◆ Accounts and bookkeeping
- ◆ Payroll

Most of the operations are completed through the use of third-party software. Care Access Consultancy guides the clients on how to get started with the necessary software without any affiliation. The client has the privilege of choosing whichever software works better for them.

Step 13: Support

As a true partner in our clients' journey, Care Access Consultancy avails its personnel for free to support our clients for a whole year. Our supports entail all business-related issues, technical issues (including software and hardware), website support and maintenance, and social media management.

Step 14: Website Development

We provide a professional and responsive website design service for you, creating a platform that reflects your brand and provides a world-class user experience. Our service includes quality content, licensed images, social media integration, among others.

Step 15: Virtual Telephone Number

Enhance your professional image with a virtual telephone number for your business, that redirects calls to your preferred line, allowing you to conduct business from any location, and ensuring that your clients can reach you easily and efficiently.



How DO WE WORK?

In order to provide our services precisely and effectively, we at Care Access Consultancy have refined our project management methodology. Our team works using detailed project outlines and management templates that have been improved over many years of practice.

To make sure that nothing is left to chance and that every detail is tracked, we use an online project management system. At every stage of the project, we keep our clients informed and involved by giving them frequent updates and asking for feedback to ensure satisfaction.

Our project management system is customized to meet the unique requirements of each customer, segmenting the project into manageable milestones that follow the client's schedule. To make sure we stay on schedule and fulfill our commitments, we collaborate closely with our clients.

Our consulting fees and specifications are tailored to each client's particular needs. To assist in guiding our clients through the process and establishing clear expectations, we offer a typical project timetable, deliverables, and expenses.

We at Care Access Consultancy are dedicated to providing our clients with topnotch service and outcomes. To find out more about how our temporary staffing solutions may help your company succeed.

Get in touch with us right away.

2 MONTHS

Package Cost

Cost	£7,000.00
VAT	£1,400.00
Total	£8,400.00

Package Plan

Deposit (Signing of Contract)	£4,200.00
2nd Instalment (1st month)	£2,100.00
3rd Instalment (2nd month)	£2,100.00

Please Note:

The initial deposit will be processed before the project commences.

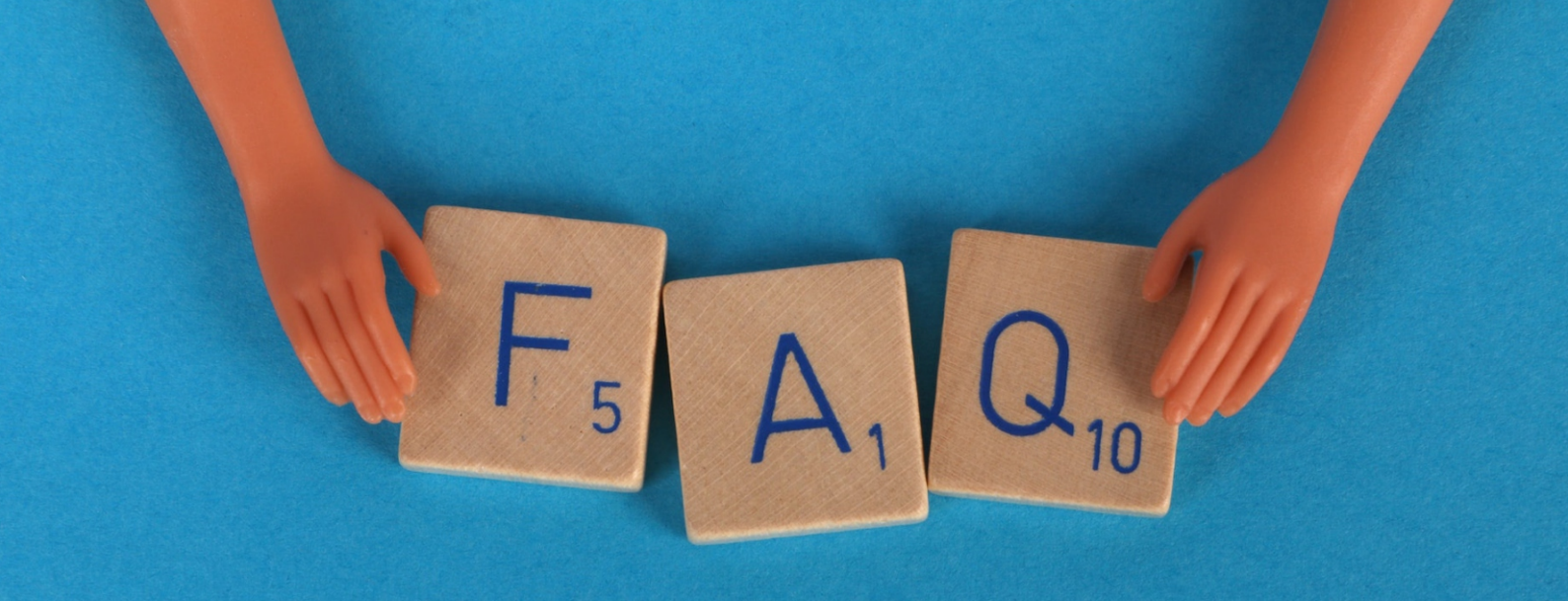
The second payment will be processed one month after the commencement of your project. At this stage, clients would have received their printed marketing materials and a confirmed company logo. At this stage your business website will be completed and agreed with the client.

The last payment will be taken on the third and final month of the project. At this stage clients would have received all materials and company information. To conclude, clients will take part in their training session which will act as a handover session where the project concludes.

All time frames are subject to the response times of clients when asked for information by their project lead. Delays in responses may delay project continuity.

DELIVERABLES

- ◆ Name Storming
- ◆ Company Registration
- ◆ Office Space and Equipment search and acquisition.
- ◆ Website Design and Development
- ◆ Logo and color Schemes Development
- ◆ Contact Details set-up
- ◆ Marketing materials acquisition and marketing plan development.
- ◆ Company branding materials design and development.
- ◆ Company financial details setup and financial plans development.
- ◆ Training



Q. What is temporary staffing?

A. Temporary staffing is the practice of hiring employees on a short-term basis to fill specific job roles or complete specific projects. Temporary staffing agencies provide these employees to businesses that need extra support for a limited time period.

Q: How do you ensure the confidentiality of client information?

A: We take the confidentiality of our clients' information very seriously. All of our team members are required to sign confidentiality agreements, and we use secure servers and other measures to protect client information.

Q: Are you able to help businesses that are already established?

A: Yes, we work with both start-up and established businesses in the healthcare industry. Our services are designed to help businesses at all stages of development and can be tailored to meet the specific needs of each client.

Q: How experienced is Care Access Consultancy's team?

A: Care Access Consultancy's team consists of experienced professionals who have a deep understanding of the care home and staffing industry, and the regulations and requirements involved.

Q: How do I get started with your services?

A: Contact us to schedule a consultation and we will guide you through the process of getting started with our services.

Q: Are your services affordable?

A: We offer competitive pricing for our services and will work with you to find a package that fits your budget.

Q: Do you cover the whole UK?

A: No, currently we are only located in England but planning to expand our services across the UK soon.

Q: What is the process for working with Care Access Consultancy?

A: The process typically starts with an initial consultation to understand your needs, followed by a proposal outlining our proposed services and costs. Once the proposal is accepted, we work with you to implement the services as outlined in the proposal.

Q: Do you guarantee that I will get clients?

A: Clients are guaranteed provided the business implements all the directed guidelines and offers quality services.

Some of our happy clients...



What's next? **GET IN TOUCH**

We'd love to hear from you! Whether you have a question about our services, want to schedule a consultation, or just want to say hello, we're here to help.

Tel: +443335770442

Email: hello@careaccessconsoultancy.co.uk