

SUPPORT PRACTITIONER PAY, BENEFITS AND ENTITLEMENTS

INTRODUCTION

ELCAP strives to provide the best possible working experience for our staff. Below is a list of the pay, benefits and entitlements of Support Practitioners.

SALARY AND OTHER PAYMENTS

ELCAP aims to pay a competitive salary to Support Practitioners. The table below sets out the level of your salary annually, as well as its value four weekly, weekly or hourly. The payment rates, which are different for unqualified and qualified staff, are based on a 39-hour working week.

	Unqualified staff	Qualified staff
Annual salary	£27,776.60	£27,783.60
Four weekly pay	£2,098.20	£2,137.20
Weekly pay	£524.55	£534.60
Hourly rates	£13.45	£13.70

Payments for sleepovers are made in addition to your contracted hours.

The hourly rate for sleepovers is currently £11.85 (under review) where they are delivered in specific services.

EXPENSES

Reasonable out of pocket expenses can be claimed for travel and incidental costs incurred while supporting people or on ELCAP business. For mileage claims, Business Insurance is required to comply with legal requirements.

PENSION

You will be automatically enrolled into ELCAP's pension scheme with [NOW: Pensions.](#) ELCAP contributes 3% towards the pension scheme.

SICK PAY

You will be entitled to Occupational Sick Pay after 12 months of service with ELCAP. Staff with less than 12 months service may be entitled to Statutory Sick Pay.

ELCAP, Suite One, Ground Floor, Hercules House, Station Road, Eskmills, Musselburgh, East Lothian, EH21 7PQ

Tel: 01875 814 114 Email: enquiries@elcap.org www.elcap.org

ELCAP is a Scottish charity (SC003159) and a company limited by guarantee (SC116745). We are registered with the Care Inspectorate.

Frequency of payment

Your salary, as well as any allowances or expenses, is paid into your bank account every four weeks.

ANNUAL LEAVE AND PUBLIC HOLIDAYS

You are entitled to 33 days' leave each year. **After five years' continuous service, annual leave entitlement is increased to 38 days.**

WORK LOCATION

We pride ourselves on providing consistent and reliable support to individuals who depend on our Services.

Joining our team provides you with valuable experience, supporting individuals within our organisation. We will support you to build your skill set to ensure we have a responsive, skilled and knowledgeable workforce, providing support to a variety of individuals with a variety of needs.

Flexibility and reliability are key to ensure that the support we provide remains of high quality and best meets the needs of all individuals.

Our overall aim is to ensure consistency for the individuals we support as well as our staff, while also ensuring we manage resource to provide our contractual service.

INDUCTION, LEARNING AND CONTINUING PROFESSIONAL DEVELOPMENT

You are required to take part in our induction programme, which welcomes colleagues to ELCAP, helps them to settle in and ensures they have the knowledge and support they need to perform their role.

After induction, you will take part in a range of learning and development opportunities, including regular staff seminars. We encourage staff to take responsibility for their Continuing Professional Development, where they track and document the experience, skills and knowledge that they gain and apply at work.

SUPPORT TO ACHIEVE A RECOGNISED QUALIFICATION

ELCAP will meet the cost of you undertaking Scottish Vocational Qualification (SVQ) 2 in Health and Social Care. This qualification is recognised at Level 6 of the Scottish Credit and Qualifications Framework.

You can join the SVQ programme after the end of your probation period (6 months), subject to satisfactory performance.

REGULAR SAVINGS AND COMPETITIVE LOANS

Our partnership with [Capital Credit Union](#) enables you to save regularly via payroll deductions. In addition to helping staff to save, the credit union offers a range of ethical financial services, including loans at competitive rates.

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EAP – Employee Assist Programme

We commission Health Assured to deliver our EAP package to colleagues in ELCAP which can also be accessed by your families. Health Assured is the UK and Ireland's largest award-winning EAP service. The package also supports staff in home life challenges such, financial strife, bereavement, relationships, or mental health and offers support in the following methods.

- A 24/7 helplines, with calls answered by experienced in-house counsellors, legal and financial specialists.
- Face-to-to-face, telephone, or online EAP counselling
- Cognitive Behavioural Therapy (CBT) sessions
- Email & live chat counselling: someone to talk to any time of day.
- Finance management, debt, and legal information
- Online physical and mental health assessment tools
- Online health portal & My Healthy Advantage app

Details of how to enrol in platform will be shared with you upon successful appointment.

EMPLOYEE COUNSELLING SERVICE

We recognise that we all may need support from time to time to help them cope with personal or work-related problems. Our employee counselling service provides confidential and free support to help staff manage and overcome challenges

TRADE UNIONS

ELCAP recognises two trade unions – Unison and the Royal College of Nursing. You can meet union representatives and find out more about the benefits of membership at our regular staff seminars.