



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	£ 22,247	£24,356
Four weekly pay	£ 1,711	£ 1,873
Weekly pay	£427	£ 468.
Hourly rates	£10.97	£ 12.01

Payments for sleepovers are made in addition to your contracted hours. The hourly rate for sleepovers is currently £10.90

EXPENSES

Reasonable out of pocket expenses can be claimed for travel and incidental costs incurred while supporting people or on ELCAP business.

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.

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 (*pro rata*) each year. After five years' continuous service, annual leave entitlement is increased to 38 days (*pro rata*).

WORK LOCATION

While you can be asked to work across East Lothian and Midlothian, we will try to place you in a service/s in your community or close to it. As well as enabling you to work in a community you know well, our approach is intended to reduce travel costs and time and protect the environment. 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.

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 helpline, with calls answered by experienced in-house counsellors, legal and financial specialists.
- Face-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.