

Local Branch News



Social Gatherings

Following the social gatherings we have had this year already, I think we need to encourage regular “get togethers”. If any staff want to organise a night out for an occasion, birthday, wedding anniversary we are more than happy to facilitate this and mention dates and venues on the weekly grapevine.

Holiday Season

With the holiday season looming, I would just like to remind you all that you need to get your requests in as soon as possible as we authorise annual leave on a first come first served basis. You must send your requests in on the holiday request forms (which are on the back of every week's timesheets), verbal requests can not be accepted. We are always working in advance on timesheets so we need **AT LEAST 2 weeks notice** for any annual leave requests, please refer to the “cut off” date on the holiday request form.



We advise that you do not book any holidays prior to receiving authorisation.

Tax Codes

Your tax code is issued by the Inland Revenue and is uplifted at the beginning of every tax year (April 6th). If your tax code is changed, you will receive a notification from the inland revenue informing you what your new code will be and a copy is automatically sent by the inland revenue to Home Choice Care Payroll Department. The payroll department cannot alter tax codes unless a notification is received from the Inland Revenue. It is a good idea to check your payslips to ensure that your tax code is correct. If you have any queries regarding tax codes please contact your local tax office:

Cambridgeshire Area
Hereward House
Broadway
Peterborough
PE1 1TJ
Tel: 0845 3021 453



What is an NVQ?

NVQ Level 2 in care is a vocational qualification which enables you to identify what skills you can do already in your role and also identifies areas where further learning and knowledge is required (depending on your experience) to meet this standard.

NVQ Level 3 in care is a vocational qualification for senior care workers, generally in a supervisory role.

How does it work?

You will be allocated an “assessor” or “mentor” who will guide and support you through the programme, assessing you on your work based performance. You will be required to attend a couple of workshops, held at the office, where you will meet the underpinning knowledge requirements within a supportive environment.

Your assessor will also carry out work place assessments, where you will be observed doing what you do best, providing the high standards of care to our service users that you are all capable of. In addition you may be required to provide some small pieces of written work to evidence your knowledge.

How long will it take?

NVQ's generally take anything between 3 – 6 months to complete depending on your existing knowledge, skills and individual circumstances.

What does it cost?

Full funding is available for those employees who meet the eligibility criteria and who have not already completed an NVQ or equivalent qualification.

For further information please contact your branch for further information.

Important Reminder

Uniforms and ID badges are provided by the company for both male and female staff and should be worn at all times during the care visit. The reason for this is to ensure that the people you care for are sure that you are an official employee of HCC. Please remember to wear your gloves and aprons on each and every visit. If you need to replenish your stock, visit your branch.



Employee of the Month



In order to show recognition to those care workers who have shown extra dedication to care we will be awarding an “employee of the month award” along with a small token of thanks.

Further information to follow.



Happy Birthday

We have some big birthdays to celebrate on this news letter with Pat Peck celebrating her 40th in April and Val Kemp her 50th in May.

Congratulations and we are looking forward to trying your birthday cake!