

Employers guide – changes to MySSSC

In February 2019, a number of changes will take place in MySSSC.

This describes the changes, so you can review your own internal guidance or familiarise yourself with the developments and enhancements.

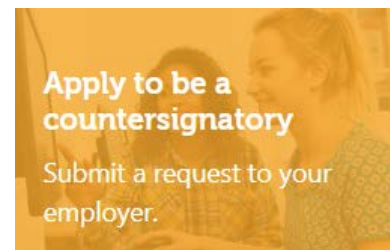
Layout

The look and feel of MySSSC is different. You now have access to a number of tiles to help you find specific information. Tiles specific to you will be displayed on your homepage, for example, My employees will be available to employers, My students to universities and Care Inspector information for Care Inspectorate staff.

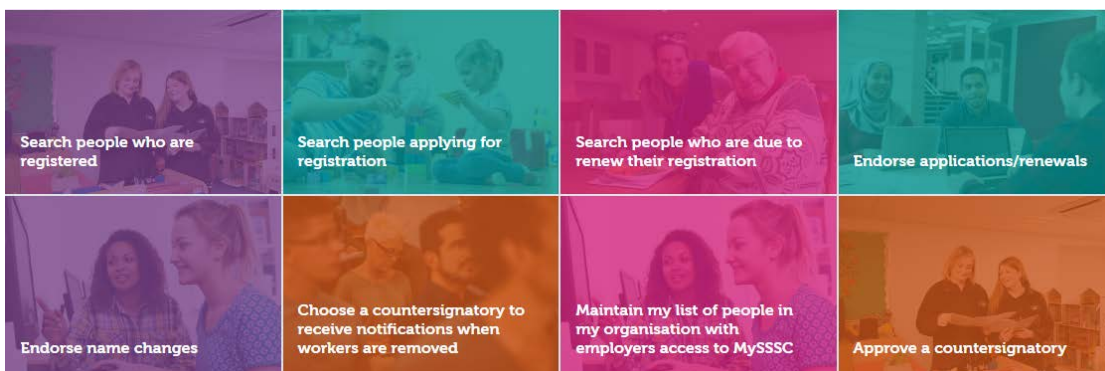


New countersignatories

Individuals can nominate themselves to be set up as a countersignatory and a notification will be sent to the lead countersignatory for approval.



My employees tile, leading to the Employers area

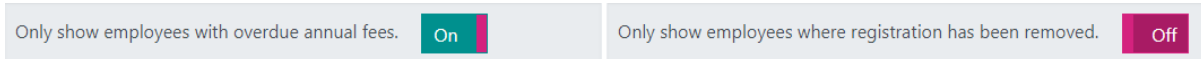


Search for people who are registered

You will see different tiles depending on whether you are a lead or additional countersignatory or portal contact.

In the search for people who are registered:

- you can see details of the care service an individual works in
- we have made it easier for you to manage employee records by adding filters, just click on On or Off to filter the data



- employers can upload a documents relating to a particular registrant by clicking on View and amend details – just click add documents/evidence of qualifications to upload relevant documents

DOCUMENTS

Documents - Please upload evidence of qualifications below.

There are no documents to display.

[Add Document / Evidence of Qualification](#)

- employers can also use the view and amend details section to tell us if a registered worker has an offence, as well as any relevant health or disciplinary information.

Search for people applying for registration

- You now have access to see when an individual has applied. As soon as a person says they work for you, you will be able to see that they have started an application. This is a new feature.
- You can now see details of the care service an individual works in.
- We have made it easier for you to manage employee records by adding several filters.

First name	Last name	National insurance number	Registration number	Register part	Received date
Mavis	Brown	MB123456A	4000124	Support Workers in a Day Care of Children Service	

Endorsing an application

- You can now add/remove Register parts when endorsing an applications (with the exception of social workers and students).
- We have simplified the PVG section.

The screenshot shows a web form with two main sections. The first section, titled "Applicant's PVG Details", contains a text input field for the "PVG Membership Number". Below the field is a note: "PVG Membership numbers are 16 digits long and DO NOT begin with 2000. Please do not add any spaces between the numbers". The second section, titled "Register parts of the application", features a button labeled "Add part of the register" which is highlighted with a red rectangular box. Below this button is a "Register Part" header and a list item: "Residential Child Care Workers with Supervisory Responsibilities" with a small pink icon to its right.

Endorse name change

Registrants can now submit a change of name electronically. Once the countersignatory has approved the request, we will update our records.

Universities only

Universities no longer need to endorse applications for newly qualified social workers if the social worker is in social care employment.

Other relevant changes

The new MySSSC may not include some of the functionality users might be used to when it first launches. We are continuing to develop the system and will use feedback and analysis of calls to help prioritise this work.





What has changed for applicants and registrants?

Layout

The look and feel of MySSSC is different. Applicants and registrants will now have access to a number of tiles to help them find specific information.

Applying for registration

- The application is shorter and easier to complete, for example the employment history section has been removed.
- Their registration number has been made simpler, it will just be seven digits and will not contain SCR.
- An applicant can now see the progress of their application at key stages, such as when it has been allocated for processing.

Reference No. 	Register parts	Status	Status Details	Created On	Application Received Date	
A-00245425	Residential Child Care Workers	Submitted to SSSC	We have received your application. We will begin processing it soon.	04/12/2018 10:36 AM	04/12/2018	
A-00245482	Social Workers	In Progress	Please continue by completing all necessary sections.	05/12/2018 4:05 PM		
A-00245501	Residential Child Care Workers with Supervisory Responsibilities	Awaiting Endorsement Decision	Awaiting Endorsement	11/12/2018 11:54 AM		

- Applicants can now apply for any number of Register parts in one application (excluding social workers and students parts).
- Applicants can also add and remove Register parts before submitting it for endorsement.
- Once they choose their payment type their application is automatically submitted to us.

Maintaining registration

There is a My Fees tile to help registrants manage their fees. This section allows them to view fees due and make payments.

Change of details

Registrants can now see a list of changes they told us about, what is complete and what is still outstanding. We have also simplified how registrants tell us about a change.