



# SSSC: registration news

Countdown to required registration for managers of adult day care services and managers of care home services for adults

## Are you a manager of an adult day care service or a manager of a care home service for adults?

**Are you registered with the Scottish Social Services Council (SSSC)? If you haven't registered yet, you need to submit your application for registration to the SSSC as soon as possible but definitely by 31 May 2009 so that your application can be processed before the start of required registration of managers of adult day care services or managers of care home services for adults in November 2009.**

### What does required registration mean?

Required registration means that from 30 November 2009 employers will be guilty of an offence if without reasonable excuse they employ a person as a manager of an adult day care service or a manager of a care home service for adults who is not registered with the SSSC or registered with another relevant regulatory body eg the Nursing and Midwifery Council.

### Why is required registration being introduced?

The Scottish Government has introduced required registration for key groups of social service workers to make sure that workers are competent and confident to undertake the important and complex work required of them and that they are suitable and remain suitable to work with children and adults who are vulnerable. Registration sets qualification requirements and standards of conduct for workers. This helps to build confidence among people who use social services, their carers and the wider public that they can depend on a trained and trusted social service workforce.

### When is the deadline to submit my application?

The Scottish Government asked the SSSC to set a submission date by which existing managers of adult day care services and care home services for adults must submit their application for registration to ensure that it can be processed before required registration commences for these workers on 30 November 2009.

We opened the parts of the Register for managers of adult day care services and managers of care home services in January 2006.

We estimate that up to 422 managers of adult day care services and 960 managers of care home services for adults have still to apply for registration. To help us process these applications in time for 30 November 2009, the submission date we are setting for applications is **31 May 2009**.

**Applications received from managers of adult day care services and managers of care home services for adults after this date are unlikely to be processed in time for the introduction of required registration.**

### What happens if my application is submitted after 31 May 2009?

If your application is submitted after 31 May 2009 we will process it after we have processed all the application forms submitted by managers of adult day care services and managers of care home services for adults by the 31 May 2009 deadline. If your application is submitted after 31 May it is unlikely to be processed before 30 November 2009. If you are not appropriately registered by that date you cannot continue to work as a manager of an adult day care service or a manager of a care home service for adults.



2/3

What to do now?  
Do you need to gain a qualification?



4/5

Recognising qualifications.  
Applying to Register with SSSC.



6

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# SSSC: registration news

## What happens if I don't have the qualifications required for application?

If your application for registration is satisfactory in all other ways then the SSSC can grant your registration subject to the condition that you achieve required qualifications within your first three year registration period.

## What do I do now?

Check with your employer to find out if they have ordered application forms for registration. If not, contact the SSSC Registration Team and order an application form. Get your completed form in as soon as possible and certainly by the submission deadline 31 May 2009.

Read the guidance notes with your application form carefully and provide all the information you are asked for. Complete parts A, B and C of your Disclosure Scotland application form carefully and send it to the SSSC along with your application for registration. If your application is incomplete this will delay the processing of it.

Contact 0845 60 30 891 or [registration@sssc.uk.com](mailto:registration@sssc.uk.com) to order your pack.

## What does registration mean for people who work in social services?

There has been an ongoing lobby by social service workers and employers for many years to have a Register. Other professionals such as nurses and teachers are already registered with a regulatory body and this will put social service professionals on the same footing as them. Registration is a public commitment to the agreed standards set out in the SSSC's Codes of Practice for Social Service Workers and Employers. Registration will increase awareness of, and public confidence in the part the social service workforce plays in the community.



**You may have lots of questions about registration and what to do next to get your application in. This edition of SSSC: REGISTRATION NEWS has all the information you need and remember, if you have any questions, you can always contact the helpline on 0845 60 30 891 and press option 1. Or email us at [registration@sssc.uk.com](mailto:registration@sssc.uk.com)**

## What is registration?

We opened the Register in April 2003. Managers of adult day care services and managers of care home services for adults are part of a large social service workforce working in a range of different services. The table opposite provides details of the groups of workers that have been identified so far for registration. We have set the timescales, registration requirements and qualifications for the following groups.

<b>April 2003</b>	Social workers
<b>May 2004</b>	Social work students
<b>Dec 2004</b>	Care Commission officers
<b>June 2005</b>	Managers of residential child care services
<b>Oct 2005</b>	Residential child care workers with supervisory responsibilities
<b>July 2006</b>	Residential child care workers
<b>Jan 2006</b>	Managers of care home services for adults
<b>Jan 2006</b>	Managers of adult day care services
<b>Oct 2006</b>	Managers of a day care of children service
<b>March 2007</b>	Practitioners in day care of children service
<b>Oct 2007</b>	Workers with supervisory responsibilities in a care home service for adults
<b>Oct 2008</b>	Support workers in day care of children service
<b>Jan 2009</b>	Practitioners in care home services for adults
<b>April 2009</b>	Support workers in care home services for adults
<b>Autumn 2009</b>	Housing support workers
<b>2009</b>	School care accommodation workers (this includes school hostels, independent boarding schools and the three residential schools previously excepted from regulation by the Care Commission)

To register with the SSSC workers must satisfy a number of criteria. These include providing evidence of good character, agreeing to abide by the Code of Practice for Social Service Workers and holding or obtaining a qualification that has been approved as appropriate for the job. In keeping with our commitment to working with employers, care service providers, people who use services and all other stakeholders, we have carried out major consultations to establish the qualification criteria for managers of adult day care services and managers of care home services for adults. We accept a range of qualifications for managers of adult day care services and managers of care home services for adults and lists are available on our website [www.sssc.uk.com](http://www.sssc.uk.com)

Through the SSSC Code of Practice for Employers of Social Service Workers, employers will need to work with staff to support them to gain the necessary qualifications. With support in place from employers, staff can achieve qualifications, many of which can be assessed within the workplace. There are a number of resources available to help people back into learning.

## How long does registration last?

All managers of adult day care services and managers of care home services for adults will be registered for three years. Managers will be invited to apply to renew their registration before the end of their registration period.

## Final dates for registration for managers

by **Ranald Mair, Chief Executive, Scottish Care**

Scottish Care is regarded as the main voice of the independent care home sector in Scotland. We aim to support employers to:

- understand their responsibilities under the legislation
- meet the requirements of the legislation
- undertake workforce planning to ensure resources are in place to meet future requirements
- ensure that employees understand and are guided to act upon their responsibilities under the legislation.

Scottish Care is currently involved in a range of developments to help employers increase the skills of their workforce to SSSC registration requirements and build capacity in the workforce for the future including:

- working in partnership with the Open University in Scotland to pilot a care sector version of their B121 Managing in the Workplace award (30 credits at SCQF level 7), specifically targeted at supervisors in a social care setting
- working with the Scottish Qualifications Authority to design a new award for supervisors in a social care setting, notionally rated as

16 credits at SCQF level 7. It should be validated in March and available from autumn 2009

- building into the annual National Care Home Contract with COSLA a quality element which encourages care homes to meet agreed targets for registration and qualification/training for managers, supervisors and care workers as appropriate.

Scottish Care, in partnership with Scottish Care at Home, manages the recently established Private Care Sector Workforce Initiative. This aims to develop the capacity of the private care sector in Scotland to deliver on the national workforce agenda, including supporting the sector to meet the requirements of registration. The Workforce Initiative is funded by the Scottish Government through the Older People's Unit and the Workforce and Capacity Issues Division within the Social Care Directorate.

The Private Care Sector Workforce Initiative website informs and engages the private care sector in meeting the needs of its workforce: [www.workforceinitiative.co.uk](http://www.workforceinitiative.co.uk).

For more on Scottish Care, and how they can support you, visit their website [www.scottishcare.org](http://www.scottishcare.org)

## Recognising qualifications

Everyone who registers with the SSSC will need to have or gain a relevant qualification. We accept a wide range of qualifications for the purposes of registering in the parts of the Register for managers of adult day care services and managers of care home services for adults. To find out if you already hold qualification(s) recognised by the SSSC please check the qualification criteria information on our website at [www.sssc.uk.com](http://www.sssc.uk.com) The information is available in a document to download and print or you can contact the SSSC on 0845 60 30 891 for more information.

Workers who apply to register but don't already hold the relevant qualification(s) can still be registered. We can register a worker who meets the rest of the registration criteria subject to the condition that they gain their qualification(s) within a specified period of time. This will normally be the first three years of their initial registration period.

The qualification criteria is updated regularly and we encourage you to check the list on the website or contact us directly to ensure that you get the most up-to-date information.



## Do I pay a fee to register like my colleagues in nursing and teaching do with their regulatory body?

When you first apply for registration you are required to pay an application fee along with a Disclosure Scotland fee. Please refer to the table below for information on fees.

Application for registration	First anniversary of registration date	Second anniversary of registration date	Third anniversary of registration date
£30 * plus £20 disclosure fee	£30 * annual fee	£30 * annual fee	£30 * renewal fee plus £20 disclosure fee

★ You can claim tax allowance on this fee. To claim tax allowance you should submit a claim either in writing to your tax office, in your tax return or in Form P358 (available from the tax office).



## Applying to register with the SSSC

You will need to provide the information below.

- Evidence of your identity. Verified copies of two original documents are required, one of which must be photographic, eg your birth certificate plus a photographic driver's licence or your passport. You will also have to provide evidence of your current home address, eg a verified copy of a utility bill. The Registration Guide in your application pack will give you details of how you can arrange to have copies of your identity documents verified. Please do not send us original documents in case they go missing in the post.
- Evidence of relevant qualification(s). Verified copies of your certificates of award are required. The Registration Guide in your application pack will give you details of how you can arrange to have copies of your certificates verified.
- Information about any current disciplinary finding or findings against you by an employer, regulatory body or any other organisation. You must also tell us if you are currently suspended or currently the subject of an investigation.
- Information about any police warning, criminal charge pending, criminal conviction or alternative to prosecution.

You will also be asked to:

- have your application endorsed by a suitable person. The Registration Guide in your application pack will give you more details about who can endorse your application
- sign a declaration agreeing to abide by the Code of Practice for Social Service Workers
- pay an application fee
- complete a Disclosure Scotland application form and pay the relevant fee to the SSSC.

## I am registered with another regulatory body

Some managers of adult day care services and managers of care home services for adults might already be registered with another regulatory body, for example the Nursing and Midwifery Council (NMC). If a worker is registered with one of the following regulatory bodies, they are not required to register with the SSSC:

- General Social Care Council
- Care Council for Wales
- Northern Ireland Social Care Council
- General Teaching Council for Scotland
- General Teaching Council for England
- General Teaching Council for Northern Ireland
- General Teaching Council for Wales
- Health Professions Council
- Nursing and Midwifery Council
- General Medical Council
- General Dental Council
- Royal Pharmaceutical Society
- or if you have a chartered registration with the British Psychological Society.

Although you will not apply to register with the SSSC if you are registered with any of the regulatory bodies above, you must still adhere to the SSSC Codes of Practice.

## I am a registered social worker

If you are registered with the SSSC as a social worker and work as a manager in either a day care centre or a care home service you will be required to move to the relevant part of the Register. This is because workers are registered according to their function. You will have to complete a short-form application pack. Please contact the Registration Team on 0845 60 30 891 (option 1) or email [registration@sssc.uk.com](mailto:registration@sssc.uk.com)

## Management qualifications

If you are registering with the SSSC you will need to have or gain a relevant practice qualification and a management qualification (see the list of qualifications we accept at [www.sssc.uk.com](http://www.sssc.uk.com)). If you are registered with another relevant regulator the Care Commission will expect you to also hold or gain a management qualification that meets the SSSC requirements.

# SSSC: registration news

## Applying to register with the SSSC



### What is included in my registration pack?

Your application pack comes in a folder. It contains your:

- application form and guidance booklet to help with questions you might have as you fill out your application
- copy of the SSSC Codes of Practice
- Disclosure Scotland application form and guidance
- qualification criteria for registration
- freepost envelope to send your application to the SSSC.

Packs are available from the SSSC. If you would like to apply to be registered but haven't received your invitation letter, please contact the SSSC on 0845 60 30 891.

### The Codes of Practice

Do you have a copy of the SSSC Codes of Practice for Social Service Workers and Employers? The Codes of Practice set out the standards expected of social service workers and their employers and registered social service workers will be regulated according to them. You will receive a copy in your application pack and they are available to download from the SSSC website [www.sssc.uk.com](http://www.sssc.uk.com) or alternatively contact the SSSC on 0845 60 30 891.

### Certificates

If you hold the relevant qualification(s) you will need to provide a verified copy of your certificate(s). The Registration Guide in your application pack will give you details of how you can arrange to have copies of your certificates verified. Please do not send us original certificates in case they go missing in the post. If you can't find your certificate please contact the body that awarded your certificate and ask for a replacement. If a replacement cannot be obtained please call us for advice on 0845 60 30 891.

### How long will it take to process my application to be registered?

You must get your completed application form to us before **31 May 2009 which is the submission deadline**.

It can take longer to process applications if we have to contact applicants because there is information missing in their application form and/or their Disclosure Scotland form, therefore please check carefully that your application is complete before submitting it. If you are concerned about the progress of your application you can contact the registration team at [registration@sssc.uk.com](mailto:registration@sssc.uk.com)

If your home or work contact details change while we are processing your application please let us know straight away.

### How will the SSSC decide if someone can be on the Register?

If an applicant meets all the criteria they will be added to the Register. If there are any concerns about an applicant's suitability to be on the Register the matter will be referred to our Conduct Team who may decide to register the applicant or refer them to a Registration Sub-committee of the SSSC. The Registration Sub-committee is made up of two lay members and one due regard member who are registered social service workers. The applicant and their representative have a right to be present at the Sub-committee meeting. The applicant also has a final right of appeal to the Sheriff Court.

### What information do I need to apply for registration?

You will require:

- proof of identity
- two original documents, one of which must be photographic, for example your birth certificate and passport, which must be photocopied and verified as copies of the original
- proof of current home address
- evidence of competence – provide evidence of qualifications required for registration
- evidence of 'good character'
- self disclosure in the application form about:
  - criminal convictions
  - alternatives to prosecution
  - current disciplinary findings
- enhanced Disclosure Scotland check
- employers verification and endorsement
- payment of application fee
- Disclosure Scotland fee payable to the SSSC – currently £20.00.

## What happens once I'm registered?

If your application is successful you will receive the following documents:

- notice of decision
- registration certificate
- guidance notes for registrants
- details about Post Registration Training and Learning (PRTL).

## Keeping up-to-date with developments about registration

Our website has a sections for workers in adult day care services and care home services for adults in our All about Registration section. The website is updated regularly and contains all the information you need including qualification criteria, the Codes of Practice, information on Post Registration Training and Learning as well as information on news and events and copies of the SSSC newsletter and ebulletin. Please check our website regularly to make sure you have the most up-to-date information. If you have any questions about registration or qualifications please email: [registration@sssc.uk.com](mailto:registration@sssc.uk.com) or telephone 0845 60 30 891.

## Post Registration Training and Learning (PRTL)

All registered social service workers are required to do PRTL to maintain their registration. The requirements are a minimum and many of you may do more than this already to keep your practice informed and up-to-date.

All managers of adult day care services and managers of care home services for adults are required to undertake fifteen days or ninety hours of PRTL within their three year registration period regardless of the number of hours worked (ie this means even if you work part time you still have to do the same amount of PRTL as a full time member of staff).

Registrants must keep a record that the SSSC may ask to see. PRTL can be informal and formal training and can take the form of:

- attending workshops and seminars
- shadowing/work experience
- formal training course
- any other learning which could reasonably be expected to advance a registrant's professional development, or contribute to the development of the profession as a whole.

If you are registered subject to the condition that you gain a relevant qualification then any work you undertake after you are registered to obtain the qualifications will count towards meeting your PRTL requirements.

## Keeping your details up-to-date

It is important that registrants keep the SSSC informed about any changes in their circumstances and in particular changes to their contact details, this includes:

- change of name
- change of address, contact telephone number or email address
- change of employment details, eg change of employer/change of workplace, promotion etc.

You should also let us know if you are subject to any disciplinary action or criminal investigation, or if you are charged or convicted of any crime or receive any alternative to prosecution.



## Contact the SSSC

We have a registration team dedicated to working with you. They are able to help you with any enquiries about registering with the SSSC including questions about the registration application form, Post Registration Training and Learning and fees. You can contact the registration team by calling 0845 60 30 891 or email: [registration@sssc.uk.com](mailto:registration@sssc.uk.com)

If you would like to request this document in another format or language, please contact the SSSC on 0845 60 30 891.



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