

# Registration information for employers and managers of social service workers



# Making sure your workforce is **trusted, skilled** and **confident**.

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## **Scottish Social Services Council (SSSC) Code of Practice for Social Service Employers**

The Code of Practice for Social Service Employers sets out your responsibilities for making sure the people you employ are trusted, skilled and confident.

You are responsible for supporting your employees to meet the standards set out in the SSSC Code of Practice for Social Service Workers.

The Care Inspectorate takes the SSSC Codes of Practice into account during their inspections and may take action if you don't meet the required standards set out in the Codes.

## **How you can help your workers get registered**

- Give workers time to apply while at work.
- Support them to complete their online application.
- Make sure they have all the information needed to complete their application such as the care service number(s) for your service and the Register part they need to apply for.
- Set up your countersignatories to endorse applications – we cannot process them without this. (Find out on the registration section on our website what endorsing means and what a countersignatory is and what they need to do.)



### Checklist for endorsers

- Your care service number(s)
- Do you know which part of the Register they are applying for?
- The person's personal details are correct
- When the person started working for you
- Disciplinary/criminal convictions
- Correct PVG number
- PVG date



### Supporting your employees to keep their registration

There are many ways you can help your workers keep their registration and use it to help them develop their skills and practice.

- In supervision and team meetings, talk about the SSSC Codes of Practice, their registration responsibilities and keeping MySSSC (our online service) up to date.
- Support people to gain relevant qualifications and complete their post registration training and learning (PRTL) on MySSSC.
- Promote our website and free learning resources.
- Encourage your employees to read our newsletters and online news magazine SSSC News Online. This may count towards their PRTL.
- Support your employees to use MySSSC.



### How can we help you?

You have access to the **MySSSC for employers** area, which is your online account with us. This means you can check if your employees:

- have applied to register
- are still registered
- are due to pay a fee
- have fees that are overdue
- are registered with a qualification condition
- have been removed from the Register.

Keeping up to date with this means you can sort out any problems quickly and keep the impact on your service to a minimum.

Complete the **Guidance to help you apply for registration form** and have it ready and available for any employee who is applying to register with us. It gives the person all the information about their employer that they will need and means you don't have to provide it each time someone applies.



Watch our **Guidance for social service employers making an endorsement video**, to see how to endorse an application through MySSSC.

Use the videos on our website **Who is the SSSC and what we do** and **What does registration with the SSSC mean** to explain about the SSSC and registration.

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### **Important information for you**

You must make sure that your employees are registered where required otherwise you may be committing an offence. The employee is responsible for applying and keeping their registration up to date. However, where a worker is working in a role where they are not registered but should be, it is the employer who is committing an offence.

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### **Got a question?**

There is lots of information on our website to help you. And if you have a question or if there is anything else we can help you with please get in touch with us online or by phone. Find out how you can contact us at the end of this leaflet.



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### Contact us

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