

Guidance for social workers applying for registration using the online application form



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The Public Register

The following information which the SSSC holds about you and other registrants will be made available to members of the public, including employers:

- your full name and title
- your registration number and the part, or parts, of the Register on which you are registered
- the postal town of your work address, if applicable.

Additional information for employers

We will provide the following additional information to relevant social service employers:

- your full work address, except where that address is your home address or where the SSSC is satisfied that disclosure could be reasonably expected to expose you to danger
- your qualifications
- any conditions we impose on your registration
- any periods of suspension from the Register.

We will also inform relevant social service employers if you have been removed from the Register or if we have good reason to believe that you may present a risk to the public, for example through dishonesty, malpractice or other improper conduct.

Applying for registration on the part of the Register for Social Workers

To register on the part of the Register for social workers you must hold a Degree in Social Work, Diploma in Social Work (DipSW) or an equivalent qualification.

Qualifications which are considered to be equivalent are:

- Masters Diploma in Social Work
- Certificate in Social Service (issued by CCETSW from 1975 to 1995)
- Certificate of Qualification in Social Work (CQSW issued by CCETSW from 1971 to 1998)
- Letter of comparability to CQSW (issued until 1990)
- Courses recognised by the Association of Psychiatric Social Workers
- Courses and certificates recognised by the Institute of Medical Social Workers (previously the Institute of Almoners)
- Probationary Certificate (issued by the Recruitment and Training Committee of the Advisory Council for Probation and After Care until 1971)
- Certificate in Social Work (CSW issued by the Council for Training in Social Work from 1962 to 1971)
- Certificate in Child Care or letter of recognition (issued by the Home Office Central Training Council in Child Care from 1947 to 1971).

If you hold any of the following qualifications you do not need to provide evidence of your award:

- Degree in Social Work
- Diploma in Social Work (DipSW)
- Certificate of Qualification in Social Work (CQSW)
- Certificate in Social Service (CSS)
- Certificate in Social Work (CSW).

The SSSC will be able to check your qualification against our records. If you hold any of the other qualifications, you must supply the certificate number (if any) and a verified photocopy of the certificate of award.

Please refer to the section of this document about [Verification and Endorsement](#) to find out more about having your application verified.

Good character and conduct

The Regulation of Care (Scotland) Act 2001 requires the SSSC to be satisfied about the good character, conduct and competence of an applicant.

How we will check this information

The SSSC ask your employer to provide your enhanced Disclosure Scotland certificate number or PVG disclosure number and date of the disclosure. This criminal records check must have been carried out when you were appointed to your current role. If your employer cannot provide these details, you will need to apply to become a member of the PVG scheme as registration cannot be considered without evidence of a criminal records check. If you are required to become a member of the PVG the SSSC will advise you of how to do this when your application is being processed.

The Protecting Vulnerable Groups Scheme (PVG Scheme) provision is outlined in the [Protection of Vulnerable Groups \(PVG\) \(Scotland\) Act 2007](#). Full details regarding PVG can be found on Disclosure Scotland's website www.disclosurescotland.co.uk.

Any social worker who is self-employed or unemployed **must** become a member of the PVG scheme. The SSSC can countersign PVG applications for those who are not already members of the scheme.

What we will do with the information you give us

We may contact you for more information to help us decide whether you should be registered.

If relevant, we are likely to ask you for:

- details about the information you have given us
- evidence of rehabilitation
- character references.

Verification and endorsement

Why we ask for verification of the application

We need to be sure that your identity and all of the documents you are submitting in support of your application are genuine. To help us with this, we ask you to have photocopies of your identity and other supporting documents verified.

Why we ask for endorsement of the application

We need assurances, as far as they are possible, that the information you have given us about your disciplinary record, criminal convictions and any alternatives to prosecution that you may have been subject to, is correct.

We also need to be sure that there are no reasons why the SSSC should not be assured of your competence and good character and your suitability for registration. To help us with this, we ask you to have your application endorsed.

Verification

Your application will usually be verified by someone senior to you in the organisation you work for. Normally, the same person will verify and endorse your application. In some large organisations it may not always be practical for the person who is endorsing your application to verify your documents as well.

If you are self employed, the person who endorses your application should also verify your documents.

You should give the following original documents, together with photocopies, to your verifier:

- your birth certificate
- your photographic identity
- proof of your home address, eg a utility bill (if applicable)
- your qualification certificate/s (if applicable)
- a letter, certificate or licence confirming current or previous registration with any regulatory body or licensing organisation outside the UK and translation (if applicable)

Where the name you wish to appear in the Register differs from your proof of identity, please also include additional documentation in that name.

Photographic identity must be one of the following:

- the photographic identity page in your passport
- your photographic driving licence.

If you do not hold either of the above please contact us for advice at registration@sssc.co.com or by calling us on Lo-call 0845 60 30 891.

Your verifier should print their name, then sign and date **each** of the photocopies to verify that they are true copies of the original documents. They should return the original documents and the verified photocopies to you.

Endorsement

An application should be endorsed by someone acceptable to the SSSC as suitable to make such an endorsement. This depends on your current employment status, but will usually be a senior representative of your social service organisation, or other equivalent person.

We require people who endorse applications to be senior managers in the organisation, who are in a position to comment on your suitability for registration. The endorser must be able to read and understand English. **You should check with your employer whether they have nominated particular individuals to provide endorsements.**

The table below details who can endorse applications. If you require further clarification about who can endorse your application, please do not hesitate to contact us.

Current social service employment status	Who can endorse the application
Employed or working on a voluntary basis for a statutory, private or voluntary organisation	<p>Social workers who are in social service employment, a senior representative of a social service employer.</p> <p>For newly qualified social workers who are in social service employment, two endorsements are required, one from a senior representative of the organisation you work for and the other from the University where you gained your social work qualification.</p> <p>For newly qualified social workers who have gained their qualification at the Open University, only require one endorsement, which must be by a senior representative of their current social services organisation.</p> <p>For newly qualified social workers who are not in social service employment, one endorsement is required from the University where you gained your social work qualification.</p>
Employed by an employment agency	A senior representative of your employment agency
On a secondment from a social service employer	A senior representative of the social services organisation from whom you are seconded
Self employed	A person equivalent to a senior representative of a social service employer, such as a senior representative of a social service organisation who purchases or commissions your services
Unemployed but employed in social services in the last five years	A senior representative of the social services organisation who employed you for at least six months in the last five years

Employed by two (or more) social service employers	<p>Two endorsements required: a senior representative of the organisation where most of your time is spent AND a senior representative of one of the additional organisations</p>
Unemployed and have not been employed in social services in the last five years OR Employed outside social services	One endorsement is required from a senior representative of your last social service employer even if more than 5 years ago. Or One endorsement is required from a senior representative of your last employer, regardless of whether it is within social services. For newly qualified social workers who are not in social service employment, one endorsement is required from the University where you gained your social work qualification
None of the above	Please contact the Registration helpline on Lo-call 0845 60 30 891

People who are senior representatives of a social services employer

Typical examples of someone who the SSSC would consider to be a senior representative of a social services employer are:

- Chief Social Work Officer
- Head of Department
- Chief Executive
- Director of Social Services.

If an applicant works for an employment agency, a senior representative might be the Chief Officer of the agency.

People who are equivalent to a senior representative of a social services employer

Typical examples of someone who would be considered by the SSSC to be equivalent to a senior representative of a social services employer are:

- a senior representative of a social service organisation that purchases or commissions the applicant's services
- a senior representative of a social service organisation that employed the applicant for at least six months during the last five years
- the Dean, Principal or Head of Department of a Higher Education Institute.

What if I have more than one social service employer?

If you spend a majority of your working time with one employer, you must ask that employer to verify and endorse your application. You must also request either your second employer or, if you have more than two employers, one of your other employers, to

provide an additional endorsement in the additional endorsement section of the application form.

Fees and Payments

The fee for applying for registration is £30 and is tax deductible. If your application is refused for any reason, or you withdraw your application, the fees you have paid will not be returned.

If you are successful with your application, your annual fee of £30 will fall due on the anniversary of your original registration date. This fee is tax deductible while you are working in the UK.

How to pay

We regret that we cannot accept cash.

Online

You can pay your fee online using your debit or credit card at www.santanderbillpayment.co.uk

SSSC's online payments are handled by Santander's BillPay service. If you do not have a BillPay account already you will have to set one up to make your first payment. Once you have your BillPay account set up you can use it every time you wish to pay fees to the SSSC.

Please quote your application reference number which will be printed in the bottom left corner of each page of your form (usually your National Insurance number).

Telephone

You can pay your fee by debit or credit card over the telephone by calling us on Lo-call 0845 60 30 891 between 9am and 5pm Monday-Friday, (10am-5pm Wednesdays).

Please quote your application reference number which will be printed in the bottom left corner of each page of your form (usually your National Insurance number).

Direct Debit

Direct Debit is the most convenient way to pay and is covered by the Direct Debit Guarantee. If you wish to pay your fee by Direct Debit, please choose the option 'Direct Debit' in the 'Fees and Payments' section of the form. Then complete the Direct Debit instruction which will be printed with your application form and return it to the SSSC at the same time you submit your application. Please write the unique application reference number printed on your form (usually your National Insurance number) on the **back** of your Direct Debit instruction.

Cheque

You can pay your fee by cheque or postal order by enclosing a cheque or postal order made payable to "The Scottish Social Services Council" with your application form when you submit it to SSSC. Please write the unique application reference number printed on your form (usually your National Insurance number) on the **back** of your cheque.

Making your application

The online application form is quick and easy to use and will guide you step-by-step through the application process, helping you to get your application right, first time.

To use the online form you will need:

- internet access
- Acrobat Adobe Reader version 8.1 or above – this can be downloaded for free [here](#)
- access to a printer.

Once you have completed the online application form, you must print the form so that you can sign it and your endorser/s can endorse it before sending it to us.

Before you begin, it would be helpful to have the following documents or information to hand:

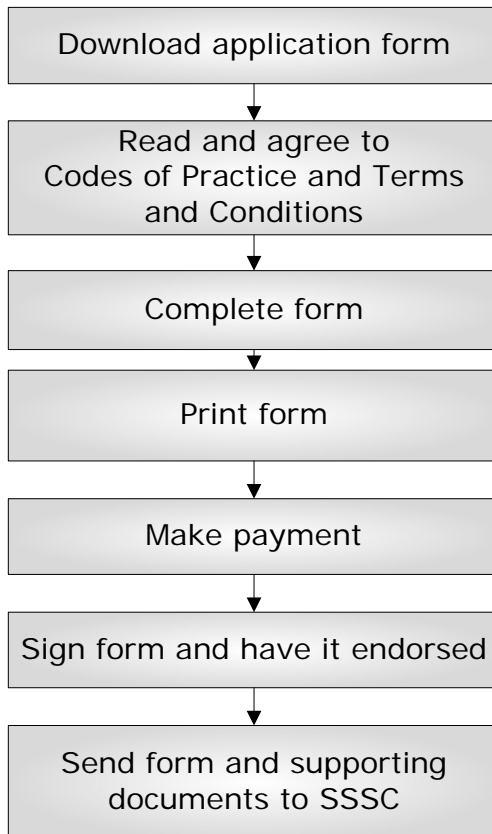
- your National Insurance number (if you do not have a National Insurance number, your passport number or EEA National Identity card number)
- your employment history for the last five years
- your certificates of award for each of your relevant qualifications
- details of any criminal or disciplinary matters
- your debit or credit card.

Later on, you will also need to look out the following documents to give to your verifier/endorser:

- your birth certificate
- a photographic identity document such as your passport or photo driver's licence

If you are required to complete a PVG application, you will also need to look out proof of your address, such as a utility bill.

There are seven main stages of the online application process:



Download application form

The application form can be downloaded from the SSSC's website, or by clicking [here](#).

The form will open in a separate window in PDF format. You will need Adobe Reader version 8.1 or above to be able to use the form. If you do not have this version of Adobe Reader, it can be downloaded for free [here](#).

If you are not sure about what version of Acrobat Adobe Reader you have, don't worry. The form will automatically check what version you have and tell you if you need to upgrade to a more recent version.

Please do not attempt to complete the form using an older version of Adobe Reader as the form will not work properly and you will not be able to complete it fully.

Read and agree to Codes of Practice and Terms and Conditions

Once the form has downloaded, you will see a button on the first page called 'View Code of Practice for Social Service Workers'. It is a condition of your registration that you have read and understood the Code and agreed to adhere to it. You must click on this button to download the Code of Practice in a separate window. Once you have read the Code, you must check the 'Yes' box in the form to confirm that you have read and understood the Code and that you agree to adhere to it.

Next you will see a button called 'View online application terms and conditions'. You must read and accept the SSSC's online application form terms and conditions of use before you can download the application form. Click on this button to download the Terms and

Conditions in a separate window. Once you have read the Terms and Conditions, you must check the 'Yes' box in the form to confirm that you have read and understood agree to be obliged by the terms and conditions.

Once you have checked both these boxes, the 'Next' button will appear to allow you to continue completing the form.

Complete form

A series of questions will appear to help you work out which part of the Register you should apply for registration on. Once you have answered these questions, the relevant type of application form will be displayed; Social Worker, Newly Qualified Social Worker (Full-time) or Newly Qualified Social Worker (Part-time).

Any field which has been marked with an * or a red border is a required field, and you must complete this field before you can move on. You can see further information about filling in the form by hovering your mouse over certain fields.

You should work your way through the form filling in the details we ask you for. You can use the 'Next' and 'Back' buttons to move forward and backwards through the form.

Some sections of the form may require multiple entries, for example, you may have two or more previous jobs you need to tell us about. You can use the 'Add another' buttons to open additional tabs where you can enter the details before moving on to the next section. If you make a mistake, you can use the 'Remove' button to delete the entry.

If you wish to take a break from filling in your form, you can save it to your computer and return to it later. All of the data you have entered will be saved.

If you wish to tell us about something that we have not asked about in the form, please use the 'Additional information' box near the end of the form to do so.

At the end of the form, you will be asked to select a payment method, and some helpful information about how to make payment by your preferred method will appear.

Once you have completed your application form, you can save a copy to your computer for future reference.

The form sections you need to fill in are:

Your details

Please:

- register in the name you use for work purposes as this is the name which will appear in the Register and your registration documents
- give us details of all the names you have been known by. We will keep a record of those previous or other names but will not publish them in the public Register.

Current employment

Please enter the details we ask for about your current employment status. If you have more than one current job, please use the 'Add another' button to add the details of each job separately. If you add a record in error, you can delete it by clicking on the 'Remove' button.

If you are:

- employed by an employment agency please give the details of the employment agency
- self employed please give details of the organisation you currently work for
- on a secondment please give details of the organisation you are seconded to and the organisation you are seconded from
- currently unemployed and a newly qualified social worker (i.e. you gained your qualification after 1 April 2006) and are applying for registration in the part of the Register of social workers for the first time, you are strongly advised to delay applying until you intend to begin social service work.

Employment history

If you have worked for your current employer for more than five years, this section of the form will not appear.

If you have worked for your current employer for less than five years, please:

- tell us about your employment history for the last five years. This includes work outside social services, or work you have undertaken on a voluntary basis
- give details of any periods of study or time away from work including periods of unemployment
- provide an explanation of any gaps in your employment history of two months or more.

The dates must be as accurate as possible and to the nearest month and year.

If you have more than one employment history record to add, please use the 'Add another' button to add the details of each record separately. If you add a record in error, you can delete it by clicking on the 'Remove' button.

Qualifications

You must hold one of the qualifications listed on the form, to be eligible for registration on the part of the Register for Social Workers. Please check the relevant box in the form and provide the information we ask for about the qualification you hold.

If you hold more than one relevant qualification, please tick each of the boxes that apply and use the 'Add another' button to add the details of each qualification separately. If you add a record in error, you can delete it by clicking on the 'Remove' button.

Other regulatory bodies

Please:

- give the details we ask for if you are currently registered with one of the other UK regulatory bodies listed on the application form, or have registered with them in the past
- give details of any current or previous registration with other regulatory bodies or licensing authorities outside the UK

→ tell us if you have ever applied for registration with SSSC or any of the following UK regulatory bodies:

- The Care Council for Wales
- The General Social Care Council
- The Northern Ireland Social Care Council

→ contact our helpline for further information before proceeding further if you are already registered with the SSSC or any of the following UK regulatory bodies:

- The Care Council for Wales
- The General Social Care Council
- The Northern Ireland Social Care Council

If you have more than one current or previous registration to tell us about, please use the 'Add another' button to add the details of each registration separately. If you add a record in error, you can delete it by clicking on the 'Remove' button.

Disciplinary records

If there is a disciplinary finding against you, or you are currently suspended, or the subject of an investigation, you must give us the details we ask for.

Please disclose all matters. If you have more than one declaration to make, please use the 'Add another' button to add the details of each declaration separately. If you add a record in error, you can delete it by clicking on the 'Remove' button.

If you are unsure whether you should disclose a finding or investigation, please call us on Lo-call 0845 60 30 891 to discuss the matter further.

Criminal convictions and alternatives to prosecution

If you have ever been convicted of a criminal offence, been formally charged with a criminal offence or received an alternative to prosecution, you must give us the details we ask for.

Please disclose all matters. If you have more than one declaration to make, please use the 'Add another' button to add the details of each declaration separately. If you add a record in error, you can delete it by clicking on the 'Remove' button.

If you are unsure whether you should disclose a charge, conviction or alternative to prosecution, please call us on Lo-call 0845 60 30 891 to discuss the matter further.

It is important that you tell us about any police or court decisions taken against you, in any country, whatever the terminology used to describe it.

Endorsement

We cannot process your application form unless it has been endorsed. If you know the name of the person who will endorse your application you can type their details in the form. If you do not know who the correct person to endorse your application is, or you are not sure, you can leave that section of the form blank so your endorser can fill their own

details in later. Please refer to the section of this document about [Verification and Endorsement](#) to find out more about who can endorse your application.

Equal opportunities

This section of the form is not mandatory. You do not have to fill it in to apply for registration. Any information you choose to provide will not be used to help us decide whether you are suitable for registration. We will use that information to help ensure equality of opportunity for all social service workers.

Additional information

Please use this section to tell us about any additional information, relating to your application for registration, that you have not had the opportunity to tell us about elsewhere in the form.

Fees and payments

This is the last section of the form and will tell you how much you need to pay to apply for registration.

Please select your preferred method of payment from the list of payment methods available. Information about how to make payment of your fee by your preferred method will appear, along with guidance about what you should do next.

Print form

Once you have completed your application form, you must print the form so that you can sign it and your endorser/s can endorse it.

Before you print the form you should review all of the details you have entered to make sure they are complete and correct. Once you have reached the last page of the form and clicked 'Next', a summary of your form will appear where you can check the details you have entered. If you wish to change, add or delete any of your details, you can click on the 'Amend form' button to return to your editable form.

Once you are satisfied all of your details have been entered correctly, click on the 'Print' button to print your form in a printer friendly format.

Please wait until you are sure that all of your details are correct before printing your form. If you go back to your form later and change any of your details, you will have to re-print the whole of your form again; and if you have had your form endorsed, you will have to ask your endorser to endorse the new version of your form. This is because each time you amend your form, the unique reference number printed at the foot of each page will change. Before processing your application for registration, SSSC will check that all the pages of your form have matching reference numbers (except the pages for Equal opportunities and Direct Debit).

If you are not ready to print your form yet, you can click on the 'Save' button to save the form to your computer and return to it later. Take a note of the folder you have saved this in

Once you have printed your form you must make payment of your application fee.

Make payment

Before returning your form to SSSC, you must make payment of your fee, or enclose your payment with the form.

If you have chosen to pay your fee online by debit or credit card, you should go to www.santanderbillpayment.co.uk and make payment quoting the application reference number quoted on the printed form (usually your National Insurance number, or Passport number).

If you have chosen to pay your fee over the telephone by debit or credit card, you should call us on Lo-call 0845 60 30 891 quoting the application reference number quoted on the printed form (usually your National Insurance number, or Passport number).

If you have chosen to pay your fee by Direct Debit, please complete the Direct Debit instruction which will be printed with your application form and return it to the SSSC at the same time you submit your application form. Please write the unique application reference number printed on your form (usually your National Insurance number) on the **back** of your Direct Debit instruction.

If you have chosen to pay your fee by cheque or postal order, please enclose the cheque or postal order, made payable to the Scottish Social Service Council, with your application form when you submit it to SSSC. Please write the unique application reference number printed on your form (usually your National Insurance number) on the **back** of your cheque.

Please note that we cannot accept cash.

Sign form and have it endorsed

You must sign the 'Personal Declaration' section of the application form before you return it to the SSSC. We will not be able to process your application if you forget to sign the declaration.

You will need to collect together some documents to support your application and ask someone to verify and endorse your application. Please refer to the section of this document about [Verification and Endorsement](#) to find out more about who can endorse your application.

Send form and supporting documents to SSSC

Use the checklist at the back of the form to check that you have:

- signed the Personal Declaration in the form
- had your form endorsed
- had additional endorsement of your form (if applicable)
- enclosed verified copies of your identification documents
- enclosed verified copies of your certificate/s of award (if applicable)
- enclosed verified copies of your translation/s (if applicable)
- made or enclosed payment of your fee.

Any social worker who is self-employed or unemployed **must** become a member of the PVG scheme. You can get a PVG application form and guidance notes by emailing us at registration@sssc.uk.com or calling us on Lo-call 0845 60 30 891.

You should complete parts A, B and C only; all other sections of the form will be completed by SSSC. If you have never resided in the UK you are not eligible to be a PVG scheme member and therefore need not complete a form.

Please make sure you have:

- enclosed a verified copy of your proof of address
- enclosed your completed and signed PVG application.

Please do not send us original identity documents or certificates of award.

Once you are satisfied that your application is complete, please send the form, any supporting documents and your payment to:

Scottish Social Services Council
PO Box 10254
Dundee
DD1 4YE

What next?

Once the SSSC has received your completed application and accompanying documents, we:

- will process your application as quickly as possible
- may contact you to seek further information
- may invite you (in some cases) and if you wish, a representative to come and present your case for registration to the SSSC Registration Sub-committee. You will be able to make written representations to the Sub-committee before they make a decision.

We may:

- register you
- prepare to register you subject to a condition. If this happens we will give you the opportunity to agree or to dispute the condition.

We will notify you of the outcome of your registration application.

What should you do if any information you have given in your application changes?

It is important that you let us know straight away about any changes to any of the information you have given us. This will help us make sure that we keep the Register up-to-date and protect people who use services.

The changes could be in connection with:

- your name
- your employment details, including promotions
- your contact details
- registration with another regulatory organisation
- criminal or disciplinary procedures taken against you.

Contact us at registration@sssc.uk.com or call us on Lo-call 0845 60 30 891 if you need advice.

Post Registration Training and Learning (PRTL)

Social Workers (excluding newly qualified social workers)

During your registration period you must:

- complete 90 hours or 15 days of study, training, courses, seminars, reading, teaching or other activities which could reasonably be expected to advance your professional development, or contribute to the development of the profession as a whole

At least 5 days (30 hours) of this training and learning activity shall focus on working effectively with colleagues and other professionals to identify, assess and manage risk to vulnerable groups. This is in order to ensure that you are assisted to meet their primary responsibility of protecting children **and** adults from harm

- keep a record of your Post Registration Training and Learning.

When you renew your registration you will be asked to confirm that you have met the PRTL requirements. The SSSC may request that you provide details of your training and learning.

Failure to meet the PRTL requirements for the part of the register you are registered in may be considered by the SSSC to be misconduct.

Newly Qualified Social Workers

You are a **full-time** newly qualified social worker if you:

- gained your social work qualification after 1 April 2006
- work for 35 hours or more per week.

If you work for less than 35 hours per week you will be considered to be a **part-time** newly qualified social worker.

The purpose of the extended PRTL for newly qualified social workers is to ensure that:

- you have the opportunity to consolidate your social work skills, knowledge and values in your first period as a qualified social worker
- your competence and suitability for the renewal of your registration is confirmed through the renewal of registration process.

It is important that you have access to relevant work and learning and development opportunities in order to meet these requirements.

If you are unemployed, or not working in social service work, you are strongly advised to delay applying for registration until you intend working in social service work as it would be very difficult for you to meet the requirements.

During your period of registration, you must:

- complete either 24 days or 144 hours of study, training, courses, seminars, reading, teaching or other activities which could reasonably be expected to advance your

professional development or contribute to the development of the profession as a whole within the first:

12 months, if you work 35 hours or more per week

or

18 months, if you work less than 35 hours per week.

At least five days or 30 hours of this training and learning activity shall focus on working effectively with colleagues and other professionals to identify, assess and manage risk to vulnerable groups. This is in order to ensure that you are assisted to meet your primary responsibility of protecting children and adults from harm.

→ keep a record of your PRTL.

The deadline for you to submit your completed record of achievement of your PRTL, countersigned by your line manager is:

14 months after your first registration, if you work 35 hours or more

or

20 months after your first registration, if you work less than 35 hours.

Where you have more than one employer, your line manager for each employer must countersign your completed record of achievement.

Failure to meet the PRTL requirements for the part of the register you are registered in may be considered by the SSSC to be misconduct.

Contact us

Scottish Social Services Council
Compass House
11 Riverside Drive
Dundee
DD1 4NY

Lo-call 0845 60 30 891

Email registration@sssc.uk.com

Website www.sssc.uk.com

If you are calling from outside the UK please call 00 44 1382 207101

If you would like this document in another format, please contact the SSSC on Lo-call 0845 60 30 891