

# Guidance for social work students 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 your University and any 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. This will result in removal from your social work course.

## **Applying for registration on the part of the Register for social work students**

In order to be registered in the part of the Register for social work students, you must provide evidence that you are suitable for registration by satisfying the SSSC that you:

- have accepted an offer of a place on the new Social Work Degree Course, or Post-Graduate Course, in Scotland
- are of good character and conduct
- are committed to complying with the SSSC's Code of Practice for Social Service Workers
- understand and accept that, where necessary, the SSSC will investigate allegations of misconduct against you
- have paid the relevant fee.

## 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

#### → **Through a Disclosure Scotland certificate**

As part of the registration process, you must complete a Disclosure Scotland application form to enable us to obtain an enhanced UK criminal record check. You can get a Disclosure Scotland application form and guidance notes from your University or by emailing us at [registration@sssc.uk.com](mailto: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 for a Disclosure Scotland check and therefore need not complete the Disclosure form.

#### → **Through a criminal records agency outside the UK**

If you have spent 12 months or more outside the UK in the last five years, you must arrange to have a criminal record check, satisfactory to the SSSC, undertaken by the police force, or criminal records bureau in the country where you were living or working.

You must send us the original outcome of this check, or a photocopy of the outcome of the check verified by the person endorsing your application. If it is in a language other than English, the outcome must be accompanied by a translation.

### Translations

If the applicant translates the documents, we ask that they write on the translated copy **"This text is a true and accurate translation of the attached document from [language of original] into English"**, followed by their signature and the date.

We reserve the right to ask applicants to provide an independent translation at their own cost. If applicants do not wish to translate the documents, they can get a translator to do so at their own cost.

The translator must write on each copy **"This text is a true and accurate translation of the attached document from [language of original] into English"**, followed by their name, signature, and the date. They should also provide their contact address and contact phone number (including the international dialling code).

### 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. This also allows us to countersign your Disclosure Scotland form.

### 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

This depends on your current employment status, but would normally be someone senior to you in the organisation you work for, or another equivalent person. 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. The person verifying your application must be able to read and understand English.

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 the verifier:

- your birth certificate
- your photographic identity
- proof of your home address, eg a utility bill
- a letter, certificate or licence confirming current or previous registration with any regulatory body or licensing organisation outside the UK and translation (if applicable)
- your criminal records check from 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 on Lo-call 0845 60 30 891.

Your verifier should print their name, 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.

Your current employment status	Who can endorse your application
Employed or working on a voluntary basis for a statutory, private or voluntary social services organisation	A <a href="#">senior representative</a> of your organisation
Employed in social service work by an employment agency	A <a href="#">senior representative</a> of your employment agency
A school leaver, or currently studying (or recently completed) a course at college or university	The Head Teacher, Dean, Principal or Course Leader from the educational establishment you most recently studied at
Self employed in social services	A <a href="#">senior representative</a> of a social services organisation who purchases or commissions your services
Unemployed (and have not been employed in social services in the last five years), or employed outside social services	<b>Two endorsements required:</b> an endorsement from a <a href="#">person equivalent to a senior representative</a> of a social service employer <b>AND</b> an additional endorsement from a person who has known you for the last five years in their professional capacity
Unemployed, but employed in social services in the last five years	A <a href="#">senior representative</a> 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	<b>Two endorsements required:</b> a <a href="#">senior representative</a> of the organisation where most of your time is spent <b>AND</b> a <a href="#">senior representative</a> of one of the additional organisations
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 form.

## **Fees and Payments**

The fee for applying for registration is £10. 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 £10 will fall due on the anniversary of your original registration date.

### **Disclosure Scotland Fee**

When you apply to register we will require a Disclosure Scotland check. We will pay the Disclosure Scotland fee on your behalf.

## 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.billpayment.co.uk](http://www.billpayment.co.uk)

SSSC's online payments are handled by Alliance and Leicester'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.

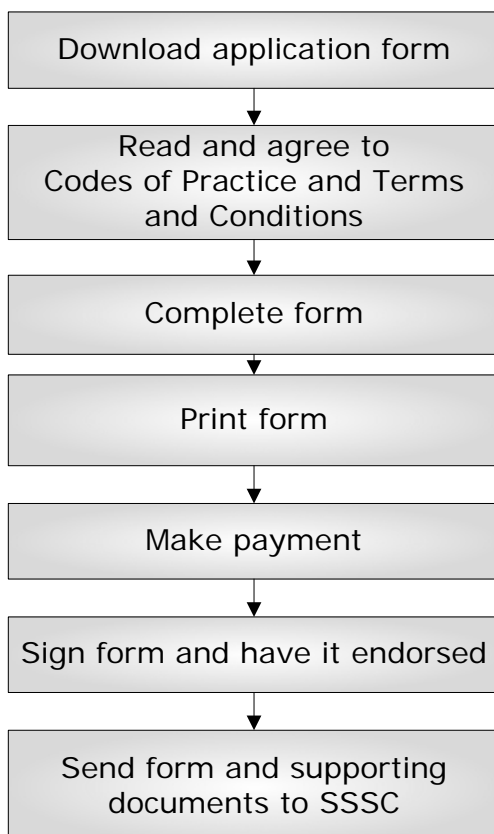
### Before you begin, it would be helpful to have the following documents or information to hand:

- 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
- 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
- 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**

The form is designed to be used by a variety of groups of social service workers, not just social work students. A series of questions will appear to help users work out which part of the Register they should apply for registration on. Please select the option for social work students and the correct type of application form will be displayed.

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 and are enrolled at University under 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
- tell us if your term-time address differs from your home address, and if so, which of these addresses you would prefer us to use to keep in touch with you.

### **Course details**

Please provide details of the social work course you have accepted an offer of a place on.

If you have been offered more than one place, please only give the details of your first choice. If you decide to take a place with a different University, you must remember to let us know.

If you are planning to take a gap year before starting your course, please do not apply for registration until the spring before you expect to begin your course.

### **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 working in social services you may be required to be registered in the part of the Register for that position, as well as the part of the Register for social workers. Please click on the 'Further Information' button in the form for details about registering on more than one part of the Register.

For certain groups of workers, registration is mandatory. Please click [here](#) for more information about which groups of worker are required to register with the SSSC.

### **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.

### **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 in any part of SSSC's Register or with 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 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 and return to it later.

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.billpayment.co.uk](http://www.billpayment.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 a verified copy of your proof of address
- enclosed your completed and signed Disclosure Scotland application
- enclosed verified copies of your identification documents
- enclosed verified copies of your translation/s (if applicable)
- enclosed a verified copy of your non-UK criminal records check (if applicable)
- made or enclosed payment of your fee.

## **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.

## **Starting the social work degree course or post-graduate course**

When we advise you of the outcome of your registration application, we will send you a form which you must take with you when you enrol in your course. Your course provider

will sign the form to confirm the date you started your course. You must send this form back to us **immediately**.

We cannot enter your name in the part of the Register for students until we have written confirmation that you have started your course. Failure to do so will mean that you will not be registered and you will not be able to continue with the social work course.

### **How long does registration last?**

Registration lasts for the duration of your social work course. The maximum length of time you can normally be registered as a student social worker is seven years from the date that registration is granted.

### **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 educational establishment or course
- withdrawal or suspension from your social work course
- your employment details, including promotions
- your contact details
- registration with another regulatory organisation
- criminal or disciplinary procedures taken against you.

Contact call us on Lo-call 0845 60 30 891 or email [registration@sssc.uk.com](mailto:registration@sssc.uk.com) if you need advice.

## **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](mailto:registration@sssc.uk.com)  
Website      [www.sssc.uk.com](http://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

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