

REGISTRATION WITH THE SSSC

Supervisors and practitioners in care
home services for adults

The Scottish Social Services Council (SSSC)

- What is the SSSC?
- Why were we established?
- UK
- The Care Commission



What were set up to do?

Publish Codes of Practice for all social service workers and their employers

Register key groups of social service workers

Regulate the workforce and its training and education

Contribute to workforce planning, development of qualifications and promotion of education and training

Codes of Practice

- Code of Practice for Social Service Workers and Employers
- First regulatory body to issue a Code of Practice for Employers
- The competence and conduct of workers are strongly influenced by the quality of the direction, management, support and development they receive from their employers
- Focus on employers' responsibilities in relation to registration and regulation

Registering the social service workforce

- Section 44 of the Regulation of care (Scotland) Act 2001
- Opening up the Register in phases
- Introduction of required registration by Scottish Ministers

Eligibility for registration

- To be eligible for registration you must be working in a service applicable to the part of the Register you are applying for and it must be regulated by the Care Commission
- Registration is function based – you will be registered on the part of the Register you are carrying out the role for
- Your employer should give you guidance on which part of the Register you should be applying for

Workers registered with another regulatory body

- If you are already registered with another regulatory body, for example, the NMC, you can remain registered with them.
- If we were previously registered with another regulatory body but have allowed your registration to lapse, you may either re-register with that regulatory body or apply to register with the SSSC.

Relevant qualifications

- There is a qualification criteria set for each part of the Register (copy enclosed with each application pack)
- Your qualification may not be on our list but may still be accepted
- Information available on our website or through our helpline
- You must provide evidence of the qualification/s you hold
- If you do not hold a qualification you may be registered subject to a condition that you gain a qualification three years from the date of registration

Verification and endorsement of your application

- What documents should be verified?
 - ID documents
 - Proof of address
 - Certificate of qualification
- How and who can verify them?
 - Your line manager or the person endorsing your application
 - Writing their name, job title and signing and dating to confirm this is a true copy of the original
- Who can endorse my application?
 - A senior representative from the organisation you are working for
 - If they are not an SSSC countersignatory, they may still be eligible to endorse your application

Disclosure Scotland Check

- Each applicant must go through an enhanced Disclosure Scotland check
- Applicants must only complete Parts A, B & C
- The SSSC complete the remaining Parts of the form
- Payment for the Disclosure Scotland check should be made payable to SSSC

Application fees

- Application fee payable with each application
- The fee is non-refundable
- Methods of payment:
 - Direct Debit
 - Cheque/Postal Order
- Disclosure Scotland fee currently £20.00, should be included with your application fee

What Happens Next?

- Satisfactory applications may be approved by Officers of the Council
- Where questions arise about suitability, the application is referred to the Conduct Section who may decide to Register or refer to a Registration Sub-Committee
- Where an application is incomplete, the applicant will be given a specified period of time to provide the information requested
- The application will be treated as withdrawn if the information is not provided and the applicant will be required to complete the full application process again
- It is extremely important that you inform the SSSC of any changes to your circumstances

Once you are registered

- Registration documents are sent by recorded delivery:
 - registration certificate
 - guidance notes for registrants
 - change of circumstances form
 - details about Post Registration Training and Learning

Registration period and annual fees

- Registration is usually for a period of five years
- Annual fee is due on the anniversary of the registration date
- As a registrant you must keep the SSSC informed of changes to your circumstances
- You must apply to renew your registration before it registration expires

Post Registration Training and Learning

- Each registrant is required to undertake post registration training and learning during their registration period
- Registrant must keep a record that the SSSC may ask to see
- Can take the form of:
 - Attending workshops and seminars
 - Shadowing/work experience
 - Formal training courses

Contact the SSSC

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