



# SSSC: registration news

workers in care home services for adults

Autumn 2007

## Getting ready for registration

Managers of care home services for adults were invited to register with the SSSC from January 2006 and supervisors were invited to register from October 2007. Registration is still very new for the sector so you may have lots of questions and this document has been produced to answer these.

### What will registration mean for people who work in care home services for adults?

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.

### When does it begin?

There are a large number of workers who can apply for registration on this part of the Register so registration is being carried out in phases. There are four categories of workers in this group. We opened the Register for managers of care home services for adults in January 2006, we will begin registering:

- supervisors in care home services for adults from October 2007
- practitioners in care home services for adults from January 2009
- support workers in care home services for adults from April 2009.

### The definitions of workers in care home services are:

#### Manager

The manager of a care home service for adults is defined as a person who is employed in managing the provision of a care home service for adults and is the manager of that care home service for adults.

#### Supervisor

Supervisors in care home services for adults are defined as workers who have responsibilities for supervising workers and for overseeing and monitoring the implementation of care plans.

#### Practitioner

Practitioners in care home services for adults are defined as workers who provide care and support to adults using residential care and who have responsibility for co-ordinating the implementation of care plans. This may include holding keyworker responsibilities.

#### Support worker

Support workers in care home services for adults are defined as workers who have delegated responsibility for providing care and support to adults using residential care.

You and your employer will decide which category description suits the job you do.

*How do I know which category of worker I am?  
There are lots of job titles in care home services for adults and the registration categories cover the range of functions workers carry out. Each category has a description of the job someone under that heading would be expected to do.*



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## About Us

**Do you work in a service registered with the Care Commission as a care home service for adults? This includes nursing homes, care homes and adult residential services.**

People who work in these types of services are among the groups who are being invited to register with the Scottish Social Services Council (SSSC), the regulatory body for social service workers.

The SSSC is responsible for establishing and maintaining a register of people who work in social services and regulating their education and training. We were set up under the Regulation of Care (Scotland) Act 2001 to establish a Register of social service workers. We opened the Register in April 2003 and are phasing in registration of key groups of social service workers.

Registration will give social service workers the recognition they deserve and will allow people who use services and the wider public to be confident that they can depend on a trained and trusted workforce. The Register for social service workers will increase the protection of people who use services, helping employers to ensure that only suitable people are employed and retained in the social service workforce.

Many of you know about us and have met us as we have consulted with you over the last few years and you are already using the SSSC's Codes of Practice for Social Service Workers and Employers. We held information sessions for managers in October/November 2005 and sessions for managers and supervisors in August/September 2007.

I hope you will find this newsletter helpful and interesting. If you have any questions about registration, please contact our Lo-call helpline on 0845 60 30 891.

*Carole Wilkinson*  
Carole Wilkinson, Chief Executive, SSSC

## Registration FAQs

### What is registration

We opened the Register in April 2003 and workers in care home services for adults are part of a large social service workforce working in a range of different services. We have set the timescales, registration requirements and qualifications for the following groups.

Workers included in phase one registration are:

- all social workers, ie those holding a Diploma in Social Work or equivalent qualification (began April 2003)
- applicants to the new honours degree and postgraduate courses in social work (began 2004)
- Care Commission officers (began autumn 2004)
- managers of residential child care services (began June 2005)
- residential child care workers with supervisory responsibilities (began October 2005)
- all other residential child care workers (began July 2006)
- managers of care home services for adults (began January 2006)
- managers of adult day care services (began January 2006)
- workers in school care accommodation services (from 2009).

Workers in phase two registration are:

- managers/lead practitioners in day care of children services (began October 2006)
- practitioners in day care of children services (began March 2007)
- support workers in day care of children services (from October 2008)
- supervisors in care home services for adults (began October 2007)
- practitioners in care home services for adults (from January 2009)
- support workers in care home services for adults (from April 2009)
- workers in housing support services (from autumn 2009).

To register with the SSSC workers must satisfy a number of criteria. These include providing evidence of good character, agreeing to abide by the Codes 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 workers in care home services for adults. There is a diverse range of qualifications for workers in care home services for adults and a list is available on our website [www.sssc.uk.com](http://www.sssc.uk.com) or you can contact us for more information.

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.

The SSSC can register a worker who does not hold an appropriate qualification, subject to the condition that they gain the qualification within a specified period of time. This would normally be the first three years of their initial registration.

## How will I know when to register?

We have written to the manager of the service to find out how many packs are required for supervisors. If you have received one of these letters you should complete and return the appropriate form enclosed using the envelope provided.

If you haven't received a letter but think you may be required to apply to register as a worker in a care home service for adults, please contact the SSSC on 0845 60 30 891.

A similar process to establish numbers for practitioners and support workers will be undertaken at the appropriate time.



At the moment workers are being invited to register with the SSSC as a date has not yet been set by the Scottish Government by which all workers must be registered. It is recognised that not all workers hold a relevant qualification and may need time to achieve a relevant qualification. Employers need to plan access to training and qualifications so that service delivery is not undermined in the short term.

## Do workers need to register by a certain deadline?

The dates for the opening of each part of the register for workers in care home services for adults are:

- managers - January 2006
- supervisors - October 2007
- practitioners - January 2009
- support workers - April 2009.

*Employers will need to have training plans in place that show how and when their workers will achieve the qualifications required for registration. When the Care Commission inspect and regulate the service that you work within they will be looking to see that you have a training plan in place which will allow all staff to access relevant qualifications and register with the SSSC.*

## How long does registration last?

Managers of a care home service for adults will normally be registered for three years.

All other workers in care home services for adults will normally be registered for five years. Workers will be invited to apply to renew their registration before the end of their registration period and will complete another Disclosure Scotland application form.



## I am registered with another regulatory body

Many workers in a care home service for adults will 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 are a chartered member of the British Psychological Society.

*Although you will not apply to register with the SSSC on the part of the Register for care home services for adults if you are registered with any of the regulatory bodies above, you must still adhere to the SSSC Codes of Practice.*

## 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 on the parts of the Register for workers in care home services for adults. To find out if you already hold a qualification 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 a relevant qualification 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 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 teaching and nursing 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. Your application fee for registration depends on which part of the Register you are applying for registration on. Please refer to the tables below.

Initial application fee and Disclosure Scotland fee	Managers £30 application fee and £20 Disclosure Scotland fee = £50 (year 1)	Supervisors £20 application fee and £20 Disclosure Scotland fee = £40 (year 1)	Practitioners £20 application fee and £20 Disclosure Scotland fee = £40 (year 1)	Support Workers £15 application fee and £20 Disclosure Scotland fee = £35 (year 1)
Annual fee payable on the anniversary of your initial registration	£30 (years 2 and 3)	£20 (years 2, 3, 4 and 5)	£20 (years 2, 3, 4 and 5)	£15 (years 2, 3, 4 and 5)
Renewal fee	£30 application fee and £20 Disclosure Scotland fee = £50 (year 4)	£20 application fee and £20 Disclosure Scotland fee = £40 (year 6)	£20 application fee and £20 Disclosure Scotland fee = £40 (year 6)	£15 application fee and £20 Disclosure Scotland fee = £35 (year 6)

## Applying to register with the SSSC

### What happens when the pack arrives?

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. 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.



### Verifying and endorsing packs

To find out who can verify your identity, qualifications, and who can endorse your application, please refer to the Registration Guide in your application pack or contact the SSSC registration team on 0845 60 30 891.

### 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. Workers in the other groups should wait until that part of the Register is open before requesting a pack.





## 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.*

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

You will require:

- proof of identity
- two original documents are required, one of which must be photographic, for example your birth certificate and passport, which must be photocopied and verified as copies of the original
- 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 fee
- Disclosure Scotland fee payable – currently £20.00.

## 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.

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



We aim to process applications for registration within 60 days, excluding the time it takes for Disclosure Scotland checks to be completed and returned. 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 a Registration sub-committee of the SSSC. The Registration Committee is made up of lay members and due regard members 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 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).

## Disclosure Scotland

Disclosure Scotland is an organisation that issues certificates known as 'Disclosures' which give details of an individual's criminal convictions or states that they have none. Every worker who applies for registration has an enhanced Disclosure Scotland check carried out.

*To find out more about Disclosure Scotland checks visit their website: [www.disclosure-scotland.co.uk](http://www.disclosure-scotland.co.uk)*

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



Our website has a section for workers in care home services for adults in our 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 the 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: [enquiries@sssc.uk.com](mailto:enquiries@sssc.uk.com) or telephone: 0845 60 30 891.

## Subscribe to our free information services



Keep up-to-date with SSSC news through our ebulletin and newsletter service. Both publications are free and will keep you informed about the work of the SSSC, important policy, news and developments as well as up-to-date information about registration.

Our quarterly newsletter and monthly ebulletin reach over 30,000 people in Scotland.

You can also sign up to receive other mailings from us including consultation documents. When we are opening new parts of the Register we often consult with our stakeholders about qualifications, fees and post registration training and learning.

*To subscribe to these free services, contact the SSSC at enquiries@sssc.uk.com or call our information line on 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.

- Managers in care home services for adults are required to do 15 days or equivalent 90 hours during their three-year registration period.
- Workers in care home services for adults are required to do 10 days or equivalent 60 hours during their five-year registration period.
- 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; change of employer/change of workplace, 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

The SSSC has a registration team dedicated to working with you. They will be 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)

## Contact the information service

If you have a query about the qualifications you require for registering with the SSSC or would like to order Codes of Practice, subscribe to our information service or have a general query about the SSSC, contact the SSSC on 0845 60 30 891 or email: [enquiries@sssc.uk.com](mailto:enquiries@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.**