



Scottish  
**Social Services**  
Council

# GUIDANCE

FOR APPLYING FOR  
REGISTRATION IN THE PART OF  
THE REGISTER FOR WORKERS  
IN DAY CARE OF CHILDREN  
SERVICES

IF YOU WOULD LIKE TO REQUEST THIS DOCUMENT IN ANOTHER  
FORMAT, PLEASE CONTACT THE SCOTTISH SOCIAL SERVICES  
COUNCIL (SSSC) ON 0845 60 30 891.

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# THE PUBLIC REGISTER

The following information which the SSSC holds about you 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 in 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, if requested:

- 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 (and your University if you are a student) 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.

# COMPLETING THE APPLICATION

The following information will help you to complete the application process.

Please also read the qualification criteria and the Code of Practice for Social Service Workers included in this pack.

**IF YOU NEED ANYTHING CLARIFIED, PLEASE DO NOT HESITATE TO CONTACT THE SSSC ON:**

the lo-call enquiry line 0845 60 30 891

**or**

email: [registration@sssc.uk.com](mailto:registration@sssc.uk.com)

**or**

post: Registry  
Scottish Social Services Council  
PO Box 10254  
Dundee  
DD1 4YE  
Scotland

## SECTION ONE – PART OF THE REGISTER

**If you do not complete all of the questions in this section your application and supporting documents will be returned to you.**

To be eligible for registration for workers in day care of children services you need to be working in a day care of children service regulated by the Scottish Commission for the Regulation of Care (Care Commission).

A day care of children service is defined as a day care of children service which is registered by the Care Commission in terms of 2(1)(m) of the Regulation of Care (Scotland) Act 2001.

If your current employment means that you are eligible for registration on more than one part of the Register, you may (in some cases) apply to be registered on each of the relevant part(s) of the Register. Please contact the Registration helpline on: 0845 60 30 891, if you require further information.

### Question 1.1

Registration of social service workers is function based which means that you will be registered in the part of the Register in which you are carrying out the role for.

There are three different parts of the Register for day care of children service workers:

- managers/lead practitioners in day care of children services are defined as workers who hold responsibilities for the overall development, management and quality assurance of service provision including the supervision of staff and the management of resources
- practitioners in day care of children services are defined as workers who identify and meet the care, support and learning needs of children and contribute to the development and quality assurance of informal learning activities and/or curriculum. They may also be responsible for the supervision of other workers

- support workers in day care of children services are defined as workers who have delegated responsibility for providing care and support to children.

If you are currently in a post where you are acting up or on secondment, please note you should apply for the part of the Register relating to your original post, not the acting up or secondment position. If you are in doubt, please contact the helpline for advice.

Question 1.2 and 1.3

Please refer to your employer for details of your service(s) name(s) and service(s) number(s) or refer to the Care Service list on the website maintained by the Care Commission at [www.carecommission.com](http://www.carecommission.com)

## **SECTION TWO – 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. Refer to section 10 of this document for information about the documentary evidence required to support your identity
- 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 on the Register the public can access.

## SECTION THREE – CURRENT EMPLOYMENT

Please:

- give the details requested for **all** your current social service employers
  - if you are employed by an employment agency please give the details of the employment agency
  - if you are self employed please give details of the organisation you currently work for
  - if you are on a secondment please give details of:
    - the organisation you are seconded to at questions 3.3 (include the organisation name), 3.4 and 3.5
    - the organisation you are employed by at questions 3.2 and 3.6.
- if you have indicated that you have spent more than one continuous year outside the UK in the last five years, please refer to the Good Character and Conduct guidance in this document for further information.

## SECTION FOUR – EMPLOYMENT, STUDY AND SABBATICAL HISTORY

Do **not** complete this section if you have worked for your current social service organisation for more than five years.

If you have worked for your current social service organisation for less than five years, please:

- give the details requested
- make sure the dates are as accurate as possible to the nearest month and year
- remember to include any periods of non employment.

## SECTION FIVE – QUALIFICATIONS

You must hold, or agree to obtain, within the first 36 months of your registration period, the qualifications required by the SSSC for the part of the Register you are applying to be registered in.

Please:

- refer to the 'Qualification Criteria' guidance enclosed with this pack relevant to the part(s) of the Register you are applying to be registered in
- give the details requested about the qualifications you hold which are recognised by the SSSC for the part of the Register you are applying to be registered in, if applicable.
- refer to section 10 of this document to identify who you should approach to verify your certificate(s) of award, if applicable.

### **Please do not send us original certificates of award.**

The SSSC adds to the criteria from time to time. If your qualification(s) does not meet the criteria enclosed with this pack you may wish to download the qualification criteria from our website [www.sssc.uk.com](http://www.sssc.uk.com) or contact the enquiries line.

If you do not currently hold qualification/s required by the SSSC for the part of the Register you are applying to be registered in but you satisfy the other registration requirements, we may register you subject to a condition that you obtain qualification/s which meet the requirements within the first 36 months from your registration date.

You should indicate your agreement to being registered subject to a condition by signing and dating the acceptance at 5.5.

If you do not wish to agree to being registered subject to a condition you may write to the SSSC to make any representations on any matter you wish to dispute. You have 14 days from the date on which your application is received by the SSSC to submit your written representations. These may of course be included with the application. In this case do not sign at 5.5.

The SSSC will allow 14 days from receipt of your application to receive any written representations before making a decision. If however you make representations, no decision will be made until these have been considered. In this case the SSSC will write to you to inform you of the decision.

If your application is successful, we will send you a Notice of Decision which confirms that you will be registered with the condition that you gain the required qualification(s) 36 months from the date we register you. A copy of this Notice of Decision will be sent to your employer.

Once you have gained the appropriate qualifications, you should submit verified copy(s) of your certificate(s) of award to us as evidence that you have satisfied the condition placed on your registration. On receipt of satisfactory evidence, we will send you a letter confirming that you have satisfied the condition placed on your registration. You will receive a fresh Certificate of Registration once you have renewed your registration.

## **SECTION SIX – OTHER REGULATORY BODIES OR LICENSING ORGANISATIONS**

You **cannot** register with the SSSC if you are currently registered with one of the following regulatory bodies:

- General Dental Council
- General Medical Council
- General Teaching Council for England
- General Teaching Council for Northern Ireland
- General Teaching Council for Scotland
- General Teaching Council for Wales
- Health Professions Council
- Nursing and Midwifery Council
- Royal Pharmaceutical Society of Great Britain.
- British Psychological Society (chartered registration).

If you are currently registered with one of the following regulatory bodies, please contact us for guidance:

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

If you have **previously** been registered with another regulatory body you may apply to register with the SSSC.

We may contact the regulatory body if we require any additional information about your qualification, legal establishment or professional conduct.

## **SECTION SEVEN – DISCIPLINARY RECORD**

Please:

- give details of any disciplinary finding or sanction against you by an employer, regulatory body or any other organisation
- give details of any current investigation by your employer, regulatory body or any other organisation
- tell us if you are currently suspended.

Disclose all matters, if you are unsure please call us on the lo-call enquiry line 0845 60 30 891 for advice.

## **SECTION EIGHT – CRIMINAL OFFENCES AND ALTERNATIVES TO PROSECUTION**

Please make sure that you tell us if you have, in any country, ever been:

- warned by the police about your behaviour
- charged or convicted of a criminal offence
- received an alternative to prosecution.

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

Disclose all matters, if unsure please call us on the lo-call enquiry line 0845 60 30 891 for advice.

## **SECTION NINE – PERSONAL DECLARATION BY APPLICANT**

Before completing the personal declaration, please make sure you have completed all the relevant questions and have read and understood:

- this document
- the Code of Practice for Social Service Workers
- how we use the information you provide (detailed in section 12 of the application).

## **SECTION TEN – HOW TO GET YOUR APPLICATION AND SUPPORTING DOCUMENTS VERIFIED AND ENDORSED**

**Please gather together your original documents and photocopies.**

### **Why we ask for verification of the application**

We need to be sure that your identity is genuine. To help us with this, we ask you to have a photocopy of your identification 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 must be verified by someone senior to you in the organisation.

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 identity as well. We have liaised with these employers to confirm with them which managers will verify workers' identities and which senior managers will endorse applications. We have also advised them about the type of internal processes that they might put in place to allow immediate line managers to make recommendations to more senior managers about your suitability for registration.

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 and photocopy†
- your photographic identity and photocopy†
- your document confirming your current address, eg utility bill†
- if applicable, your certificates of award†
- if applicable, your criminal records check from outside the UK†
- if applicable, the original translation of the document(s) into English and photocopy.

† If any of these documents are written in a language other than English, they must be accompanied by a translation into English. Please read the translation guidance for further information.

Where the name you wish to appear in the Register differs from your proof of identity, please also include additional documentation in that name, for example your work's ID badge bearing your work name.

Photographic identity must be one of the following:

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

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 can 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. **You should check with your employer whether they have nominated particular individuals to provide endorsements.**

The table overleaf details who can endorse applications.

If you require further clarification about who can endorse your application, please contact us on lo-call 0845 60 30 891 or email: [registration@sssc.uk.com](mailto:registration@sssc.uk.com)

## **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 and 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 your application form.

YOUR EMPLOYER WILL RETURN YOUR APPLICATION AND SUPPORTING DOCUMENTS TO YOU FOR YOU TO SEND TO THE SSSC.

Current social services employment status	Who can endorse the application
Employed by a statutory, private or voluntary organisation	<ul style="list-style-type: none"> <li>• A senior representative of their organisation</li> <li>• Owner</li> <li>• Manager of the service</li> <li>• Chair of the committee</li> </ul>
Employed by an employment agency	<ul style="list-style-type: none"> <li>• A senior representative of the organisation they are currently working for</li> <li>• A senior representative of the employment agency they are employed by</li> </ul>
On a secondment from a social service employer	<ul style="list-style-type: none"> <li>• A senior representative of the social services organisation from whom they are seconded</li> </ul>
Self employed	<ul style="list-style-type: none"> <li>• 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 their services</li> </ul> <p>If the above circumstances do not apply, two endorsements are required:</p> <ul style="list-style-type: none"> <li>• A person who has known you for the last five years in their professional capacity</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>• A person who purchases your service, eg parent or guardian</li> </ul>
Employed by two (or more) social service employers	<p>Two endorsements required:</p> <ul style="list-style-type: none"> <li>• A senior representative of the organisation where most of their time is spent</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>• A senior representative of one of the additional organisations</li> </ul>
<p>If the applicant is employed in a day care of children service, in some cases a senior representative from a child care partnership may be suitable to endorse applications for registration.</p>	

# GOOD CHARACTER AND CONDUCT

The Regulation of Care (Scotland) Act 2001 requires the Scottish Social Services Council 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 to enable us to obtain an enhanced UK criminal record check. Please note that we cannot accept Disclosure Scotland certificates which have been obtained for other organisations or purposes.

If you have never resided in the UK, you are not eligible for a Disclosure Scotland check and therefore need not complete a Disclosure Scotland application.

The Disclosure Scotland application and guidance notes are enclosed with this pack.

On the Disclosure Scotland application complete:

- part A – enhanced application
- part B – your personal details
- part C – sign and date the declaration

The SSSC will complete parts D and E.

Please include the Disclosure Scotland fee in the total payment made to the SSSC. Disclosure Scotland will invoice the SSSC for the cost of processing your Disclosure Scotland application.

You will receive a copy of the Disclosure Scotland certificate once it is issued, as will the SSSC. Please note that we will accept that the information it contains relates to you and is correct unless you contact us to state otherwise, within 14 days of receipt of your copy.

We will keep the certificate provided to us by Disclosure Scotland only for as long as it takes for a final decision to be made about your application for registration. Once that decision has been made, we will destroy the Disclosure Scotland certificate and only retain the certificate reference number.

#### 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. You can obtain advice about this process by calling us on lo-call 0845 60 30 891 (if calling from the UK) or +44 1382 207101 (if calling from outside the UK).

#### **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.

WHEN WE HAVE ENOUGH INFORMATION, WE WILL TAKE ACCOUNT OF:

- whether the matter is relevant to social service work
- the seriousness of the matter
- time elapsed since the matter occurred
- whether you have a pattern of offending behaviour
- whether your situation has changed since the matter occurred
- the circumstances of your case
- your explanation of your behaviour.

HAVING CONSIDERED ALL THE CIRCUMSTANCES, IF WE HAVE CONCERNS YOUR APPLICATION WILL BE REFERRED TO THE SSSC'S REGISTRATION SUB-COMMITTEE.

You will have the opportunity to explain what happened and present a case in support of your application in person and/or through a representative to the SSSC's Registration Sub-committee.

# TRANSLATIONS

A translation is required for all documents that are in a language other than English.

If you translate the documents yourself, on the translated copy we ask you to write:

- o “This text is a true and accurate translation of the attached document from [**language of original**] into English”
- o your signature
- o the date.

We reserve the right to ask you to provide an independent translation at your own cost.

If you do not wish to translate your own documents, you can get a translator to do it at your own cost. You may consider contacting a school, college or university to see if someone can translate your documents.

The translator must write on each copy

- o “This text is a true and accurate translation of the attached document from [**language of original**] into English”
- o their name
- o their signature
- o their contact address
- o their contact phone number (including the international dialling code)
- o the date.

Copies of the original and translated document must be signed and dated by your endorser to confirm they have checked the originals.

# FEES, PAYMENTS AND REGISTRATION PERIODS

Parts of the Register for workers in day care of children services	Application fee	Disclosure Scotland fee	Annual fee	Renewal fee	Usual registration period
Managers	£30	£20	£30	£30	Five years
Practitioners	£20	£20	£20	£20	Five years
Support workers	£15	£20	£15	£15	Five years

## Application fee

This is the fee you pay to apply for registration and it is tax deductible.

## Annual fee

Once you are registered, you will pay an annual fee, on the anniversary of your original registration date. This fee is tax deductible.

## Renewal fee

Your registration period will last for a fixed period from your date of registration. The fee for renewing your registration is also tax deductible.

## Disclosure Scotland fee

When you first apply to register and each time you apply to renew your registration, we will require you to undertake an enhanced Disclosure Scotland check.

Please include the Disclosure Scotland fee in the total payment made to the SSSC. Disclosure Scotland will invoice the SSSC for the cost of processing your Disclosure Scotland application.

**If your application is refused for any reason or you withdraw your application, the fees you have paid will not be returned.**

# METHODS OF PAYMENT

## BY DIRECT DEBIT

Direct Debit is the most convenient way to pay and is covered by the Direct Debit Guarantee. If you wish to pay by Direct Debit, please:

- read the Direct Debit Guarantee detailed on the mandate
- complete the mandate and return it to us with your completed application
- let us know in writing if you cancel a Direct Debit at any time.

## OTHER PAYMENT METHODS

If you would prefer not to pay by Direct Debit, please send either a cheque or postal order made payable to the **Scottish Social Services Council** with your application.

Please note, we cannot accept cash.

Please include the Disclosure Scotland fee in the total payment made to the SSSC. Disclosure Scotland will invoice the SSSC for the cost of processing your Disclosure Scotland application.

**IF YOUR APPLICATION IS REFUSED FOR ANY REASON, OR YOU WITHDRAW YOUR APPLICATION, THE FEES YOU HAVE PAID WILL NOT BE RETURNED.**

## WHAT TO DO NEXT

Please complete the Equal Opportunities Monitoring Form included in this application pack. This will help us ensure equality of opportunity for all social service workers.

Complete the checklist:

- check that you have completed the application for registration, using a black or dark blue pen
- pass your application and supporting documents to a suitable endorser and ask them to endorse your application; if you have two social services employers, ensure that your second employer completes the additional endorsement section.
- on the Disclosure Scotland application complete:
  - part A – enhanced application
  - part B – your personal details
  - part C – sign and date the declaration

The SSSC will complete parts D and E.

**Please submit your application, supporting documents and payment to the SSSC in the free post envelope provided.**

Do **not** send us original documents or certificates of award.

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

## WHAT HAPPENS NEXT

Once we receive your completed application and accompanying documents we:

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

# POST REGISTRATION TRAINING AND LEARNING (PRTL)

During your period of registration, you must:

- complete either 60 hours or 10 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
- keep a record of your training and learning.

## SAMPLING

When you renew your registration, as part of the renewal process, you will be asked to confirm that you have met the PRTL requirements that you agreed to meet as part of your application for your current registration.

The SSSC will randomly sample the PRTL records of achievement of a number of registrants. If you are part of that random sample we will let you know at the time you are invited to submit an application for renewal of your registration.

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.



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If you would like this document in  
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