

PRTL hints and tips

Everyone registered with us has to meet post registration training and learning (PRTL) requirements. Below are some tips you may find helpful when recording your PRTL.

1. You can record your PRTL through your MySSSC account.

The screenshot shows the 'Register' page on the MySSSC portal. On the left is a sidebar with links: 'Change register part', 'Add new register part', 'Download registration certificate', and 'Home'. The main content area is titled 'Register:' and includes a note: 'Click the + button to expand the section you need to edit.' Below this are expandable sections: 'Fees', 'Employment details', 'Conditions', 'Direct Debits', and 'MyPRTL'. The 'MyPRTL' section is expanded, showing a table with columns: 'Ref No', 'Due Date', 'Received Date', 'PRTL Hours required', 'Total PRTL Hours Claimed', and 'Options'. A single row is visible with the following data: 'PRTL-00002567', '27 Nov 2020', '24 Feb 2016', '0.00', '0.00', and an 'Add claim' link. Below the table is a link 'What is PRTL?' and a section titled 'PRTL claims for PRTL-00002567' which currently shows 'None.' At the bottom of the 'MyPRTL' section is a link to 'Other details you've told us about this registration'. Annotations include a box labeled 'More guidance' with an arrow pointing to the 'What is PRTL?' link, and a box labeled 'Add PRTL claims' with an arrow pointing to the 'Add claim' link in the table.

Change register part
Add new register part
Download registration certificate
Home

Register:

Click the + button to expand the section you need to edit.

+ Fees

+ Employment details

+ Conditions

+ Direct Debits

+ **MyPRTL**

Ref No	Due Date	Received Date	PRTL Hours required	Total PRTL Hours Claimed	Options
PRTL-00002567	27 Nov 2020	24 Feb 2016	0.00	0.00	Add claim

[What is PRTL?](#)

PRTL claims for PRTL-00002567

None.

+ Other details you've told us about this registration

Add PRTL claims

More guidance


2. You can only record six hours a day. If you attend a training course which lasts for more than one day, please make sure you provide a start date and an end date along with the total amount of hours.
3. You must enter the full date for each entry eg DD/MM/YYYY.
4. You can only record dates within the required period. If you are a **social worker or social service worker**, this will be your registration period.

For example, if you are registered on 01/12/2015 with a registration period of three years, your PRTL period would be 01/12/2015 to 30/11/2018.

If you are registered as a **newly qualified social worker** (full time) you are required to record dates within the first 12 months of registration. If you are registered as a **newly qualified social worker** (part time) you are required to record dates within the first 18 months of registration.

For example, if you are registered on 18/08/2013 your PRTL period if NQSW (full time) would be 18/08/2013 to 17/08/2014 and if NQSW (part time) it would be 18/08/2013 to 17/02/2015.

5. You must add each training or learning activity as a separate claim. If you are a **social worker**, you must record hours completed in relation to the protection of children and adults from harm (C&A hours). You must record any C&A hours in a separate claim. You cannot claim the same hours for both general PRTL and the protection of children and adults.
6. When you have added all of your PRTL claims, you should print the PRTL declaration. The screenshot below shows where to print this.



Ref No	Due Date	Received Date	PRTL Hours required	Total PRTL Hours Claimed	Options
PRTL-00002496	7 Oct 2017	12 Dec 2014	0.00	29.00	Add claim

[What is PRTL?](#)

Print PRTL declaration

PRTL claims for PRTL-00002496

Please print this [PRTL declaration form](#) and send this to us when your PRTL is due and we have asked you to provide evidence of this. If you are on the part of the Register for a Newly Qualified Social Worker you must have it signed by your line manager.

7. You must sign and date the PRTL declaration before submitting it to us. If you are a newly qualified social worker your manager must also sign your PRTL declaration.