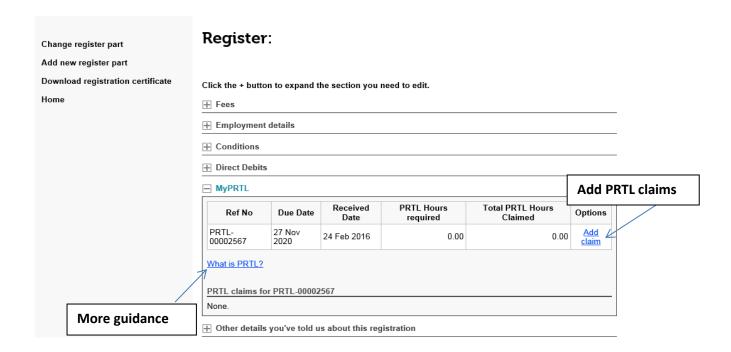
PRTL hints and tips

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.



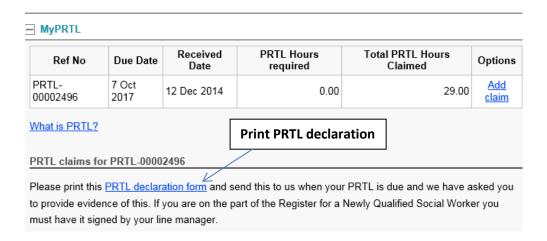
- 2. You can only record six hours a day. If you attend a training course which lasts for more than one day, please make sure you provide a start date and an end date along with the total amount of hours.
- 3. You must enter the full date for each entry eg DD/MM/YYYY.
- 4. You can only record dates within 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.



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.