

## It's time to apply for registration

### Who are we?

We protect the public by registering social service workers, setting standards for their practice and conduct and investigating or taking action if standards are not met.

### SSSC Codes of Practice

The Code of Practice for Social Service Workers sets out clear standards of professional conduct and practice that social service workers must meet in their everyday work.

Workers on our Register are responsible for making sure they meet the required standards and that nothing they do, or don't do, harms the wellbeing of people who use their services.



### Sign up for a MySSSC account

You will need:

- a secure, personal email address
- your National Insurance number
- your date of birth.

Go to: **[www.sssc.uk.com/signin](http://www.sssc.uk.com/signin)**

You can apply using your PC, tablet or mobile phone.

Once you have set up your account we will send you an email to validate your account.

**Find out what else you need to know before applying overleaf.**

## What do I need from my employer?

Before you start your application, ask your employer to confirm the following details. You can write them down in the spaces provided so they're handy.

Part(s) of the Register you need to apply for:	
Name of the organisation you work for:	
Care service name:	
Care service number:	
Second care service name (Only relevant if you work for more than one service):	
Second care service number:	
Name of the countersignatory endorsing your application:	

## What else will you ask me about?

You will be asked several questions that may need further information from you.

Check if any of the following apply to you and have the information to hand.

- **Relevant qualifications**

If you have a qualification that meets the requirements for the Register part(s) you are applying for, you will be asked to upload them to your application.

- **Criminal offences**

Please see the [criminal conviction guidance](#) on our website and visit the Disclosure Scotland website. You will need to include details of the Act that you were charged under along with any fines and sentences.

- **Disciplinary matters**

If you have ever had a disciplinary in any employment, you will need to tell us some information about it.

- **Health matters**

You only need to tell us about any health matters that may have an impact on your ability to carry out your role if there are no arrangements in place to manage these impacts.

## Paying your fee

Once your application has been endorsed by your countersignatory, go back to your application and pay your fee.

## We won't start processing your application until you've paid your fee.

If you have problems accessing or using MySSSC, please go to the frequently asked questions section of our website:

[www.sssc.uk.com/mysssc-faqs](http://www.sssc.uk.com/mysssc-faqs)