



Social service workers with non-UK qualifications

This information is for you if you hold a non-UK qualification and you are registered or wish to register on the following register parts:

- residential child care services
- day care of children services
- school care accommodation services
- care home services for adults
- adult day care services
- care at home services
- housing support services.

Please read the following points very carefully before submitting a non-UK qualification for these parts of the Register.

1. We can only consider your non-UK qualification if you have European Economic Area (EEA) mutual recognition rights.

To have EEA mutual recognition rights, the following conditions must apply.

- You must be a citizen of a [relevant European state](#) or be an exempt person who is treated as a citizen of a relevant European state (for example, by marriage to a citizen of a relevant European state).
- You must have qualified in a relevant European state. If you did not, your qualification must have been recognised in a relevant European state and you must then have practised your profession in that state for at least three years.
- You must be fully entitled to practise in a relevant European state other than the United Kingdom the profession for which you wish to register in Scotland and, if that profession is not regulated in that state, you must have practised for at least one year in the last ten.

If you do not have these rights, you may still apply, but we will proceed with your application on the basis that you do not hold a qualification that meets the qualification criteria. That is to say, providing you meet the other eligibility criteria relating to character and conduct, registration will be granted subject to a condition that you achieve a qualification that does meet the criteria within your first period of registration (normally three to five years depending on the part of the Register you are applying for).

The mutual recognition of professional qualifications is governed by:

- [Directive 2005/36/EC](#) of the European Parliament and of the Council of the European Union of 7 September 2005 and
- [Directive 2013/55/EU](#) of the European Parliament and of the Council of 20 November 2013, which amends Directive 2005/36/EC.

This European legislation is given effect in the United Kingdom by The [European Union \(Recognition of Professional Qualifications\) Regulations 2015](#).

Relevant European states:

- Austria
- Belgium
- Bulgaria
- Croatia
- Cyprus
- Czech Republic
- Denmark
- Estonia
- Finland
- France
- Germany
- Greece
- Hungary
- Iceland
- Ireland
- Italy
- Latvia
- Liechtenstein
- Lithuania
- Luxembourg
- Malta
- Netherlands
- Norway
- Poland
- Portugal
- Romania
- Slovakia
- Slovenia
- Spain
- Sweden
- Switzerland

- 2. Having a non-UK qualification assessed is often time consuming and costly and it does not lead to the award of a qualification. Gaining the [Scottish benchmark qualification](#) is usually a better way forward. You can work and be registered with a condition while you do this. Please consider the following points.**

If you have your non-UK qualification assessed

- **Obtaining information can be time consuming and expensive**
To make an assessment we will need the syllabus you followed as it was when you studied, even though that may be some years ago. If this is not in English, you will need to provide a translation into English. This can be time consuming and costly. You must provide not only the titles of the units you studied and passed, but also the detailed content of each of these units. You must also provide detailed information about your observed and assessed practice placements, such as how they were assessed and the standards against which they were assessed. A transcript or Certificate Supplement or Diploma Supplement will not be enough.
- **Will it meet the standards? Most qualifications do not.**
Please read the [qualification assessment criteria](#). Please look in particular at the National Occupational Standards (NOS) for your part of the Register. These are the standards we must assess against. Is your qualification likely to meet these standards? Most of the non-UK qualifications we see do not fully meet these standards.

- **Enough observed and assessed practice?**
 The qualifications required for registration in Scotland are vocational qualifications. Learners are observed and assessed by an assessor in their place of work against National Occupational Standards. As a guide, when we assess non-UK qualifications, we look for evidence of 180 days or 1,080 hours of observed practice and learning, assessed against a recognised standard. Will your qualification meet this requirement? Many of the qualifications we see do not.
- **EU does not mean we automatically accept**
 Applicants sometimes believe that a qualification from one member state of the European Union automatically allows them to practise in another. This is not the case. We must assess each qualification separately against the [qualification assessment criteria](#).
- **UKNARIC comparability statement not enough**
 A comparability statement from UKNARIC saying that your qualification is comparable to a particular UK qualification standard does not meet our qualification assessment criteria. UKNARIC comparability statements are typically just a guide to academic level. They tell us very little about the knowledge, skills and values that your qualification will have equipped you with.
- **Compensatory measures are time consuming and expensive**
 Most of the non-UK qualifications we have assessed to date have not fully met our qualification assessment criteria. In most cases the outcome has been to ask the applicant to complete a compensatory measure. There are two types of compensatory measure.

 - Aptitude tests
 These take several weeks to complete. If you do not pass, you may take a second and final test. There is a charge of £640 for each test.
 - Adaptation periods
 This involves taking part of, or all of the Scottish benchmark qualification. You would have to organise this yourself and cover any costs involved.
- **Does not give you a qualification**
 If we accepted your qualification or you successfully completed a compensatory measure, it would not give you a Scottish qualification that you could use if you changed jobs. It would simply mean that you met the qualification criteria for registration on one part of the Register. If you changed jobs you would possibly have to have your qualification assessed again for another part of the Register.
- **Overall cost**
 You pay a qualification assessment fee of £320 if you have a non-UK qualification assessed. This is in addition to the normal application fee, which is between £25 and £80. Full details of our application fees can be found [here](#). You should also consider the cost of having information translated into English if necessary. If you have to complete a compensatory measure as most people do and you choose an adaptation period, you should add on the cost of doing part of, or the whole of the benchmark qualification. If you choose an aptitude test instead, you should add on £640. If you do not pass and take a second test, you should add on another £640. At this point it probably would have been cheaper to do the [Scottish benchmark qualification](#).

If you do the [Scottish benchmark qualification](#)

- **Up to date and designed for the Scottish context**

Gaining the Scottish qualification is a very good way to develop your knowledge, skills and understanding of care practice in the Scottish context and make sure that your knowledge and understanding are up to date.

- **Gives you a qualification recognised by employers**

The benchmark qualifications are based on National Occupational Standards. They show employers across Scotland that you can do the job the qualification covers.

- **Can help you register for a different role**

Some qualifications cover different parts of the Register, which can be helpful if you change job and need to be registered for a different role. They are designed to be flexible, so if you needed to be registered on another part of the Register that your qualification did not cover, it is often fairly straight forward to top up by taking extra units.

- **Often quicker**

Obtaining information from your university or college in another country about a qualification studied some time ago can be very time consuming, particularly if you then have to take a compensatory measure. In many cases it is quicker to gain the Scottish benchmark qualification.

- **Often cheaper**

If you have a non-UK qualification assessed, the cost of the application fee, translation costs and compensatory measures can often be more than the cost of doing the Scottish benchmark qualification.

If you would like to find out more about doing the Scottish benchmark qualification, please talk to your employer and/or training provider.

3. We can only assess qualifications specific to the social service professions that we regulate. We cannot assess teaching or nursing qualifications for example.

Please refer to the [qualification assessment criteria](#) for your part of the Register. If you find that your qualification might align more closely to the requirements of another professional body, such as those for teaching or nursing for example, please note that written confirmation from any of the professional bodies listed below that your qualification meets their registration requirements, would also satisfy the requirement for many parts of our Register. To see which parts of our Register this applies to, please check our listing of [registerable qualifications](#). These professional bodies are:

- General Teaching Council for Scotland
- Nursing and Midwifery Council

- General Medical Council
- the following professional groups regulated by the Health and Care Professions Council:
 - Occupational Therapists
 - Art, Music and Drama Therapists
 - Physiotherapists
 - Speech and Language Therapists
 - Practitioner Psychologists.

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Frequently asked questions

1. How will you assess my qualification?

We will assess your qualification against our [assessment criteria](#). We need detailed information about the curriculum that you followed and the way it was assessed to do this. If we find substantial differences or we do not have enough detailed information, we will consider the extent to which additional learning since you completed your qualification (post-qualifying learning) makes up for this. The outcome of any assessment is to accept or require you to complete a [compensatory measure](#).

Accept

Either your qualification alone or a combination of your qualification and your post-qualifying learning meets the qualification criteria.

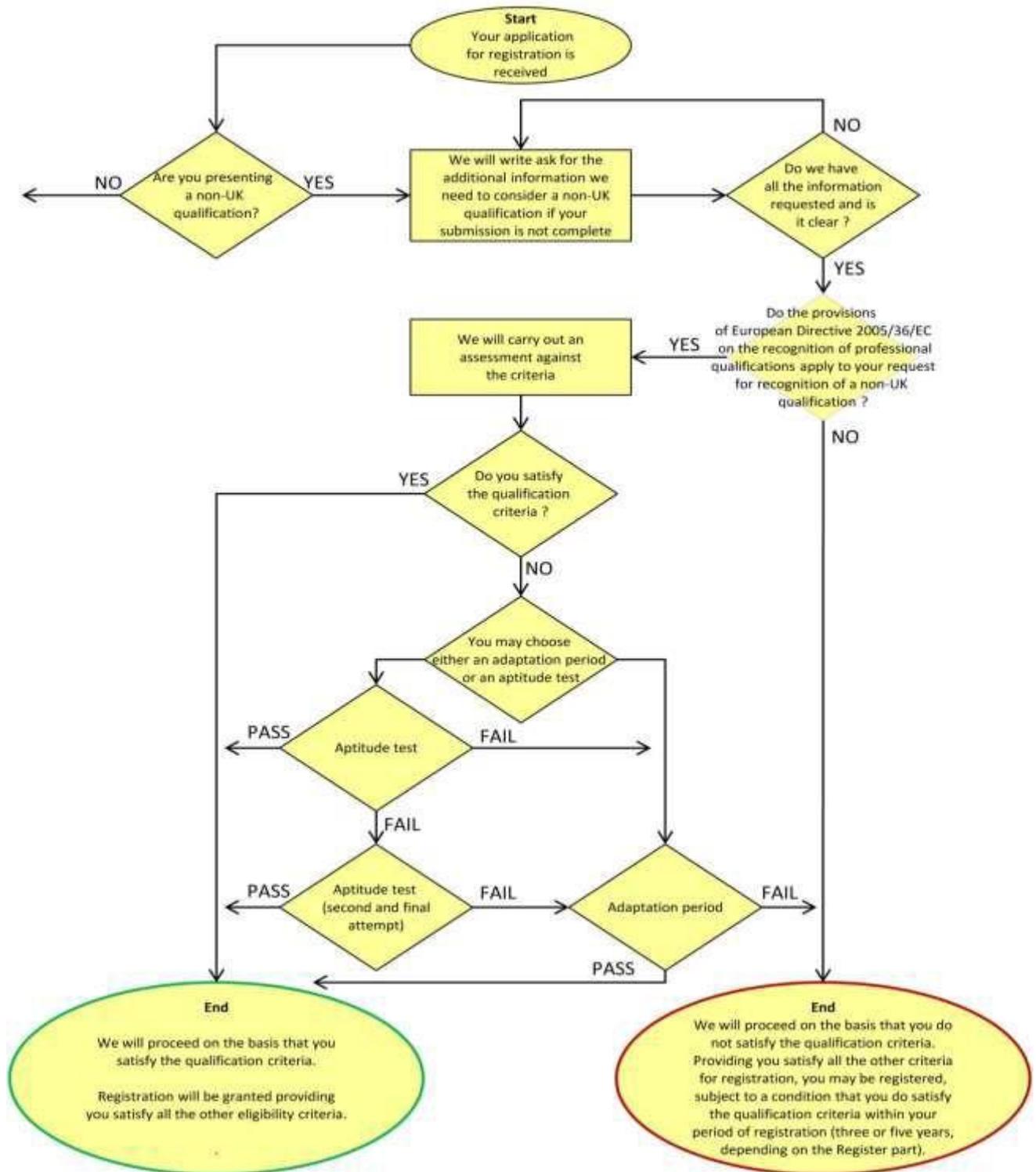
Require a compensatory measure

Your qualification does not fully meet the criteria. Post-qualifying learning does not fully make up for this. You would be asked to successfully complete a compensatory measure. We would send you a report telling you what your compensatory measure would consist of. Providing you met the other eligibility criteria relating to character and conduct, your registration would be granted subject to a condition that you met the qualification criteria within your first period of registration (normally three to five years depending on the part of the Register you are applying for).

Please see the diagram below for an overview of the non-UK qualification assessment process.

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Overview of non-UK qualification assessment process: social care



2. What are the qualification assessment criteria?

Click here to see our [qualification assessment criteria](#).

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3. Will you take into account my professional experience and any additional training?

Yes, in addition to your qualification, as part of every assessment we will also take into account relevant learning completed since you gained your qualification (post-qualifying learning). You do not have to tell us about your post-qualifying learning, but if your qualification does not fully meet the criteria, we can assess the extent to which post-qualifying learning makes up for this.

You can tell us about a range of formal, non-formal and informal learning.

Formal learning

This is learning certificated by a recognised awarding or professional body. Please note that it must contain observed and assessed practice. To tell us about formal learning, you should obtain from the training provider an award certificate, information about the content of the training, information about the observed and assessed practice, confirmation of the academic level of the training and evidence that the training was assessed and quality assured against recognised standards.

Non-formal learning and informal learning

Non-formal learning includes learning such as employers' in-house training courses, which may or may not be assessed and/or certificated.

Informal learning is learning based on experience from a variety of environments that is not formally assessed. It may include learning from practice, supervision, project work (eg. setting up a new activity), attendance at conferences or seminars, reading relevant literature and updating knowledge through the media.

To tell us about non-formal and informal learning, we ask that you write reflective accounts about how this learning has helped you develop your professional knowledge, skills and understanding, how you have applied this learning in practical contexts and how you intend to make use of this learning to change your future practice.

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4. What is a compensatory measure?

If we found that your qualification did not fully meet the criteria and post-qualifying learning did not make up for this, we would ask you to successfully complete a compensatory measure in Scotland.

We would send you a report telling you what your compensatory measure would consist of. There are two types of compensatory measure. You would choose which one to take.

Adaptation period

This involves successfully completing either a part of, or the full benchmark qualification for your part of the Register. You would arrange this yourself, although it would be advisable in the first instance to discuss this with your employer.

Aptitude test

This is a test of professional knowledge and practice competence limited to those elements of the qualification criteria found not to be met during assessment.

Tests take several weeks to complete. They consist of several parts. These include preparing a portfolio of written practice evidence over a fixed period of time, unseen written examinations at our offices in Dundee and an interview with assessors. They are designed at the appropriate [Scottish Credits and Qualifications Framework \(SCQF\) level](#).

If you do not pass, you may take a second and final test or take an adaptation period. There is a charge of £640 for each test.

Successful completion of an aptitude test would not give you a qualification. It would simply allow you to meet the qualification criteria for registration.

We cannot cover any costs that you may incur as a result of having to take a compensatory measure.

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5. How do I apply?

Please apply [online](#). If you are not able to apply online for any reason, please contact us at: registration@sssc.uk.com or telephone +44 (0)1382 207101 (outwith the UK), 01382 207101 (within the UK).

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6. What information do you need to assess my qualification?

To assess your qualification, we need to have a good understanding of the curriculum that you followed and we need to know how it was assessed. We also need to know about the ethics/values that underpinned your training. Please do not assume that we know all about your qualification.

Please find below a checklist of the information we need you to provide. If you cannot provide this, you should do the [Scottish benchmark qualification](#). You should not ask us to assess your qualification. If you do, you will probably spend a lot of time and money only to find that you have to do the benchmark qualification anyway.

- ✓ Your application to register.
- ✓ Application fee – click [here](#) for full details of our application fees.
- ✓ £320 non-UK qualification assessment fee.
- ✓ A copy of the identity page of your current passport or national identity card.
- ✓ A copy of your final qualification award certificate (with translation into English if necessary).
- ✓ Transcript from your university or college listing the units you studied and passed in each term or semester of your course (with translation into English if necessary).
- ✓ Information from your university or college about the **content** of each of the units listed on your transcript (with translation into English if necessary).
 - Ideally we are looking to understand the learning outcomes for each unit, ie what the learner had to know, understand and be able to do to successfully complete each unit.
 - You should not ask us to assess your qualification if you cannot provide this. A list of unit titles alone does not provide enough information.
 - Courses of study often change over time. We can only consider information that relates to your years of study, even though that may be some years ago. We could only accept more recent information if you also provided confirmation from your university or college that their course had not changed since your years of study.
- ✓ Information from your university or college about the observed and assessed practice placements completed as part of your course (with translation into English if necessary).

- This should include:
 - settings
 - roles and responsibilities
 - the standards against which your placements were assessed
 - how your placements were observed and assessed
 - duration of each placement in hours (we ask for 1,080 hours)

- You should not ask us to assess your qualification if you cannot provide this.

- We can also accept information from third parties who were authorised by your university or college to observe and assess one or more of your practice placements.

- ✓ (Optional) any examples of assessed work you completed on your course.

- ✓ (Optional) information about your post-qualifying learning.

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7. How much will it cost?

Application fee (This depends on your job role and the register part you are applying for.)	Please click here to check the application fee for your register part.
Non-UK qualification assessment fee	£320
All applicants are required to become a member of the Protection of Vulnerable Groups (PVG) scheme unless they are already employed in Scotland by an employer who can provide Disclosure Scotland or a Protection of Vulnerable Groups (PVG) scheme record check	£59

You should also consider the cost of having information translated into English if necessary.

If you have to complete a compensatory measure as most people do and you choose an adaptation period, you should add on the cost of doing part of, or the whole of the benchmark qualification.

If you choose an aptitude test instead, you should add on £640. If you do not pass and take a second test, you should add on another £640.

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8. How long will it take to assess my qualification?

Providing you send us all the information we request and it is clear, we will try to advise you of the outcome of your application within four months of receipt. Additional time may be required if we have to ask for further information or seek clarification.

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9. Can I practise while my application is being processed?

Yes. In fact you must be practising to apply. The register for social service workers is function based, rather than qualification based. You must be working in a care service that is registered by the [Care Inspectorate](#) to be eligible to apply for registration. You apply for the [register part](#) that most closely matches your role.

You must apply for and gain registration within six months of starting your job. If the qualification assessment process is not complete within six months, as long as you meet the criteria relating to character and conduct, you can be registered with a condition. The condition is that you meet the qualification criteria within your first registration period, which is normally three to five years.

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