

# **The Combined Registration Rules 2017**

The Combined Registration Rules 2017 is a document that brings together:

- the Registration Rules 2016 (No.2)
- the Registration (Amendment) Rules 2017
- Registration (Amendment No.2) Rules 2017.

The original Rules above were all consented to by the Scottish Ministers, approved by our Council Members and signed by the Convenor of the SSSC. While every effort has been taken to produce an accurate combined version of the Rules, the original Rules should be consulted in the event of any discrepancy or doubt.

This document brings together the 2016 Rules and the two sets of changes which have been made since then. The highlighted text and footnotes explain the previous wording.

We have published this document to help you to avoid having to look at three separate documents.

## **The Combined Registration Rules 2017**

The Scottish Social Services Council, in exercise of its powers under sections 49 and 57 of the Regulation of Care (Scotland) Act 2001 and of all other powers enabling the SSSC to do so, and having consulted such persons as appear to the SSSC to be appropriate, with the consent of the Scottish Ministers, hereby makes the Scottish Social Services Council Registration (No.2) Rules 2016; the Registration (Amendment) Rules 2017 and the Registration (Amendment No.2) Rules 2017:

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## **PART 1**

### **INTRODUCTION**

#### **1. Citation, commencement, transitional and saving provisions**

1. These Rules are the Scottish Social Services Council (Registration) (No.2) Rules 2016.
2. The Rules come into force on 1 November 2016.
3. The Scottish Social Services Council (Registration) Rules 2016 are revoked.
4. Schedule 1 sets out how these Rules and those Rules apply to applications for registration and other matters which have been started but not finished when these Rules come into force.
5. For the avoidance of doubt these Rules do not apply to visiting social workers from relevant European states as defined in section 77 of the Act.

**1A.** These Rules may be cited as the Scottish Social Services Council (Registration)(Amendment) Rules 2017 and come into force on 1 September 2017.

**1B.** 1. These Rules are the Scottish Social Services Council (Registration) (Amendment No.2) Rules 2017.

2. The Rules come into force on 2 October 2017.

#### **2. Definitions**

1. Words and expressions used in these Rules and defined in paragraph (2) of article 1 of the 2005 Order have the meanings given in that paragraph.
2. In these Rules, unless the context otherwise requires:

'the 2005 Order' means the Regulation of Care (Social Service Workers) (Scotland) Order 2005;

'the Act' means the Regulation of Care (Scotland) Act 2001;

'approved course' means a course for persons wishing to become social workers set out in the list of approved courses published by the SSSC from time to time and approved for the purposes of section 46(2)(c)(i) of the Act and Rule 8.2.a;

'care council' means the Health and Care Professions Council, **Social Care Wales**<sup>1</sup> or the Northern Ireland Social Care Council or any body carrying out statutory regulatory functions previously carried out by any of those bodies;

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<sup>1</sup> Previous wording: the Care Council for Wales

'care service' has the meaning given in section 47 of the Public Services Reform (Scotland) Act 2010;

'the Codes' means the Code of Practice for Social Service Workers and the Code of Practice for Employers of Social Service Workers published by the SSSC under section 53(1)(a) of the Act;

'entitling qualification' means a qualification which, if the person holding it also satisfies:

- a. the requirements of section 46(2)(a) and (b) of the Act; and
  - b. except where section 46B(b) applies, the requirements as to education imposed under section 46(2)(c)(i) of the Act,
- entitles that person to be registered in the part of the Register for social workers;

'entry' means the information about a person entered in the Register under Rule 5;

'fitness to practise' has the meaning given in Rule 2 of the Fitness to Practise Rules;

'Fitness to Practise Panel' means a panel formed under Rule 7.1 of the Fitness to Practise Rules;

'Fitness to Practise Rules' means the Scottish Social Services Council (Fitness to Practise) Rules 2016;

'impairment', in relation to fitness to practise, has the meaning given in Rule 2 of the Fitness to Practise Rules;

'independent school' has the same meaning as in section 135(1) of the Education (Scotland) Act 1980;

'newly qualified social worker' means a person who:

- a. has obtained an entitling qualification in the last 5 years and is in their first period of registration with the SSSC as a social worker; and
- b. has not completed a first period of registration of at least 12 months with another care council;

'Register' means the Register maintained by the SSSC under section 44 of the Act, and 'registered worker' and 'registration' have corresponding meanings; and references to the Register include a part of the Register;

'Removed Persons Register' means the Register maintained by the SSSC under section 49 of the Act;

'SCSWIS' means Social Care and Social Work Improvement Scotland;

'SCSWIS authorised officer' means a social service worker of a description prescribed in article 2(a) of the 2005 Order;

'SSSC' means the Scottish Social Services Council;

'student' means a person taking part in, or who has been offered and has accepted a place on, a course leading to an honours degree in social work, or postgraduate qualification, which has been approved by the SSSC under the Scottish Social Services Council Rules for Social Work Training 2003;

'suspension order' means an order for the suspension of a worker's registration made under the Fitness to Practise Rules;

'temporary suspension order' means an order for the temporary suspension of a worker's registration made under the Fitness to Practise Rules;

'worker' means a worker applying for registration, renewal of registration or restoration or a registered worker, as the context requires.

### **3. Service of notices**

1. Any reference in these Rules to a notice being sent to a worker is a reference to the notice:
  - a. being delivered personally to the worker;
  - b. being sent to the worker's proper address by **post**<sup>2</sup>; or
  - c. being sent by email or other appropriate method of electronic communication to an electronic address provided by the worker.
2. For the purposes of paragraph 1.b, a worker's proper address is:
  - a. if the worker is registered in the Register, the worker's address as shown in the Register or, if different, the last address known to the SSSC;
  - b. in any other case, the last address of the worker known to the SSSC.
3. A notice sent to the worker as mentioned in paragraph 1.b is to be taken to have been received on the day after it was posted.
4. A notice sent to the worker as mentioned in paragraph 1.c is to be taken to be received on the day it was sent.

### **4. Power of SSSC where Rules not complied with**

1. Paragraph 2 applies where:
  - a. a person or body (including an employee of the SSSC) fails to comply with a provision of the Rules; and
  - b. the failure is shown to be due to error, oversight or other excusable cause.
2. The SSSC may relieve any person or body of the consequences of the failure on such conditions, if any, as it thinks fit.

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<sup>2</sup> Previous wording: a postal service which provides for the delivery or receipt of the notice to be recorded

## **PART 2**

### **THE REGISTER**

#### **5. Form of the Register**

The entry in the Register for a worker is to contain the following information:

- a. full name and any previous name and title;
- b. date of birth;
- c. home address;
- d. place of employment or place of degree course;
- e. date of registration;
- f. any conditions to which the registration is subject;
- g. registration number and part of the Register;
- h. entitling qualification, including the establishment from which and the date on which it was obtained;
- i. any other qualifications which the SSSC has decided may be entered in the Register;
- j. if the worker is registered in the register of another care council, that fact;
- k. any sanction imposed under the Scottish Social Services Council (Conduct) Rules 2013 or the Fitness to Practise Rules and the reasons for it;
- l. any other information that the SSSC considers appropriate.

#### **6. Keeping the Register**

1. The Register is to be kept secure in a manner which guards against falsification.
2. At the request of a worker the SSSC:
  - a. may amend the worker's entry if it is factually incorrect;
  - b. must, if the worker's registration is subject to conditions which have been met or removed, amend the Register accordingly.
3. Before amending the Register, the SSSC must be satisfied about the accuracy of the proposed amendment and may require the worker to produce any documentary evidence that it considers appropriate.
4. Where the SSSC receives notification of the death of a worker and satisfactory evidence (for example an original or certified true copy death certificate) of the death, the SSSC must remove the worker's entry from the Register and make a corresponding entry in the Removed Persons Register.
5. Paragraph 6 applies where:
  - a. the SSSC decides to remove a worker's entry under Rule 15; or
  - b. a removal order is made under Rule 9.1.b or 20.2.g of the Fitness to Practise Rules.
6. The SSSC must:

- a. remove the entry apart from the worker's name and registration number, the facts of the removal and the town in which the worker was employed; and
  - b. make a corresponding entry in the Removed Persons Register.
7. But the SSSC must not remove an entry under paragraph 6 until the later of:
  - a. the expiry of the period of 14 days after notice of the decision was given to the worker; and
  - b. the date on which any decision of the sheriff on appeal becomes final or the appeal is abandoned.
8. The entry in the Removed Persons Register must set out:
  - a. the details of the decision or order for the removal of the entry from the Register; and
  - b. the reasons for making the decision or order.



**PART 3**  
**REGISTRATION**

**7. Application for registration**

1. An application for registration must be made on a form approved by the SSSC.
2. The form must include a warning to the worker:
  - a. that providing false or misleading information may result in criminal sanctions;
  - b. that providing false or misleading information or failing to inform the SSSC as soon as reasonably practicable of any material change in the information provided may be treated by the SSSC as impairment of the worker's fitness to practise; and
  - c. that the worker must comply with the Codes and may be subject to proceedings under the Fitness to Practise Rules for failure to do so.
3. The application form:
  - a. must be completed by the worker;
  - b. must be signed by the worker or, where the form is completed electronically, verified by the worker as accurate;
  - c. must state each part of the Register in which registration is sought;
  - d. must be verified and endorsed by an appropriate person (as stated in the form) for the purpose of establishing the worker's identity and fitness to practise.
4. The SSSC may, for the purposes of deciding the application:
  - a. request further information from the worker;
  - b. request information from any other person or source; and
  - c. provide the worker's employer (if any) with information about the application.
5. In paragraph 4.c 'employer' means:
  - a. the present or most recent employer of the worker as a social service worker of whom the SSSC is aware;
  - b. the present or most recent employment agency through which the worker secures work as a social service worker of which the SSSC is aware.
6. The SSSC is to consider the application only when it has received from the worker and any other person all the information set out in the SSSC's guidance.
7. A former registered worker whose registration was removed from a part of the Register under the Fitness to Practise Rules is not eligible to apply for registration in that part unless an application by the worker for restoration has been granted under Part 5 of those Rules.<sup>3</sup>

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<sup>3</sup> New paragraph.

## 8. Grant of application for registration

1. The SSSC must grant an application for registration (either unconditionally or subject to conditions)<sup>4</sup> if:
  - a. it has received payment of the application fee and any other fee payable in connection with the application<sup>5</sup>;
  - b. it is satisfied about the worker's fitness to practise; and
  - c. it is satisfied that the worker meets the further conditions set out in:
    - i. paragraph 2 (for registration in the part of the Register for social workers);
    - ii. paragraph 4 (for registration in the part for students),
    - iii. paragraphs 5 and 6 (for registration in the part for SCSWIS authorised officers); or
    - iv. paragraph 7 (for registration in any other part of the Register).
2. For an application for registration in the part of the Register for social workers, the further condition is that the worker:
  - a. has successfully completed an approved course;
  - b. has successfully completed any other course for persons wishing to become social workers approved by:
    - i. the SSSC under section 54(1) of the Act; or
    - ii. the Health and Care Professions Council under article 12 of the Health and Social Work Professions Order 2001, Social Care Wales under section 114 of the Regulation and Inspection of Social Care (Wales) Act 2016<sup>6</sup> or the Northern Ireland Social Care Council under section 10 of the Health and Personal Services Act (Northern Ireland) 2001 and accepted by the SSSC; or
  - c. meets the provisions of section 46B(b) of the Act.
3. The courses set out in the list of approved courses published by the SSSC from time to time are approved courses for the purposes of section 46(2)(c)(i) of the Act and paragraph 2.a.
4. For an application for registration in the part of the Register for students, the further condition is that the worker has been offered and has accepted a place on a degree course leading to an honours degree in social work or a postgraduate qualification which has been approved by the SSSC under the Scottish Social Services Council Rules for Social Work Training 2003.

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<sup>4</sup> New inserted wording: (either unconditionally or subject to conditions)

<sup>5</sup> New inserted wording: and any other fee payable in connection with the application

<sup>6</sup> Previous wording: the Care Council for Wales under section 63 of the Care Standards Act 2000

5. For an application for registration in the part of the Register for SCSWIS authorised officers, the further conditions are that the worker complies with paragraph 6 and:
  - a. meets the requirements imposed by the SSSC under section 46(2)(c)(ii) of the Act for persons wishing to be registered in the part of the Register for SCSWIS authorised officers; or
  - b. meets the provisions of section 46B(b) of the Act.
6. The worker must:
  - a. hold an award specified by the SSSC as necessary for persons wishing to become SCSWIS authorised officers<sup>7</sup>; or
  - b. agree that their registration is subject to a condition that:
    - i. within 2 years of the date of registration, they start training to obtain an award referred to<sup>8</sup> in sub-paragraph a; and
    - ii. within the first period of registration, they satisfactorily complete the training and obtain the award<sup>9</sup>.
7. For an application for registration in any other part of the Register, the further condition is that the worker:
  - a. meets the requirements imposed by the SSSC under section 46(2)(c)(i) or (ii) of the Act for persons wishing to be registered in that part of the Register or meets the provisions of section 46B(b) of the Act; or
  - b. agrees that their registration is subject to a condition that they meet those requirements within their initial period of registration.
8. The requirements referred to in paragraphs 5.a and 7 and the awards<sup>10</sup> referred to in paragraph 6.b. are set out in the list of requirements published by the SSSC from time to time.
- 9. Application for registration: referral to Fitness to Practise Panel**
  1. The SSSC must refer to a Fitness to Practise Panel an application for registration which it proposes not to grant, except where the sole reason is that the worker does not meet the conditions referred to in Rule 8.1.c which relate to the application.
  2. Paragraph 3 applies to:
    - a. an application for registration which the SSSC proposes not to grant for the sole reason that the worker does not meet the conditions referred to in Rule 8.1.c which relate to the application.<sup>11</sup>
  3. The SSSC may:
    - a. refuse the application; or

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<sup>7</sup> Previous wording: hold the Regulation of Care Award (Scotland), the Regulation of Care Services Award (England) or the Regulation of Care Services Award (Wales)

<sup>8</sup> Previous wording: the additional qualifications specified by the SSSC as necessary for SCSWIS authorised officers who do not hold an Award mentioned

<sup>9</sup> Previous wording: qualifications

<sup>10</sup> Previous wording: additional qualifications

<sup>11</sup> Deleted wording: 2b. an application for registration which it proposes to grant subject to conditions, where the worker does not consent to the conditions.

b. refer it to a Fitness to Practise Panel.

**3A.** Paragraph 3B applies to an application for registration which the SSSC proposes to grant subject to conditions where the worker does not consent to the conditions

**3B.** The SSSC may:

- a. grant the application subject to conditions;
- b. refuse the application; or
- c. refer it to a Fitness to Practise Panel.<sup>12</sup>

4. The SSSC may refer to a Fitness to Practise Panel any other application for registration which it considers appropriate.
5. The Fitness to Practise Rules apply to a referral made under this Rule.

#### **10. Refusal of application for registration where worker on PVG list**

1. The SSSC may refuse an application for registration without referral to a Fitness to Practise Panel if the worker is listed on the adults' and/or children's list under the Protection of Vulnerable Groups (Scotland) Act 2007.
2. Paragraph 1 does not affect the SSSC's right to proceed under the Fitness to Practise Rules.

#### **11. Entry in Register on grant of application**

1. Where an application for registration in any part of the Register except the part for students is granted, the SSSC must enter the worker's name in the Register.
2. Where an application for registration in the part of the Register for students is granted, the SSSC must enter the worker's name in the Register only if:
  - a. it is satisfied that the worker is taking part in a degree course referred to in Rule 8.4;
  - b. it has received satisfactory up-to-date evidence of the worker's suitability to be registered in the part of the Register for students; and
  - c. all fees due to the SSSC for the registration have been paid.

#### **12. Registration period**

1. Unless an entry in the Register is removed under these Rules or the Fitness to Practise Rules, the registration is effective until the entry is removed under Rule 15.3.e following the expiry of the registration period without the registration being renewed.
2. The registration period is:

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<sup>12</sup> Inserted wording: paragraphs 3A and 3B.

- a. if the registration is in the part of the Register for students, the length of the degree course referred to in Rule 8.4 or 7 years from the date when the application for registration was granted, whichever is the shorter (provided that the worker continues to take part in the degree course);
  - b. if it is in any other part of the Register, up to 5 years from the date when the application for registration was granted.
3. The SSSC may, in exceptional circumstances, extend a period of registration.
4. Where a temporary suspension order or suspension order has been imposed on the worker's registration, the registration period is whichever is the longer of:
  - a. the period referred to in paragraph 2; and
  - b. the period until the expiry or revocation of the temporary suspension order or suspension order.

### **13. Renewal of registration**

1. A worker registered in any part of the Register except the part for students may apply for renewal of the registration.
2. An application for renewal must be made on a form approved by the SSSC.
3. The SSSC must grant the application for renewal (either unconditionally or subject to conditions)<sup>13</sup> if:
  - a. it has received the renewal fee;
  - b. it is satisfied about the worker's fitness to practise;
  - c. it is satisfied that the worker has satisfactorily met any conditions attached to the registration; and
  - d. it has received satisfactory assurances that the worker has completed the post registration training and learning requirements in Schedule 2.
4. The SSSC may require evidence that the post registration training and learning requirements have been completed in accordance with its published guidance.
5. Paragraphs 3.a to c, 4, 5 and 6 of Rule 7 and Rules 9 and 10 apply to an application for renewal as they apply to an application for registration.

### **14. Variation of registration conditions**

The SSSC may impose, vary or remove conditions on an existing registration.

### **15. Removal from Register: no referral to Fitness to Practise Panel**

1. If a worker is listed on the adults' and/or children's list under the Protection of Vulnerable Groups (Scotland) Act 2007 the SSSC may remove the worker's entry from the Register without referral to a Fitness to Practise Panel.

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<sup>13</sup> Inserted wording: (either unconditionally or subject or conditions)

2. Paragraph 1 does not affect the SSSC's right to proceed under the Fitness to Practise Rules.
3. The SSSC may remove a worker's entry from the Register without referral to a Fitness to Practise Panel:
  - a. where the worker is registered in any part of the Register except the parts for social workers and students and is no longer employed in the provision of the care service to which the part of the Register relates;
  - b. where the worker is registered in the part of the Register for students and is no longer taking part in a degree course referred to in Rule 8.4;
  - c. where the worker has failed to meet a condition imposed on the registration under paragraph 6.b or 7.b of Rule 8;
  - d. where the worker has failed to complete the post registration training and learning requirements in Schedule 2;
  - e. where the registration period expires without an application for renewal being made;
  - f. where the worker has failed to pay fees due to the SSSC;
  - g. where a worker so requests, unless the SSSC is aware of any good reason why the entry should not be removed;
  - h. in any circumstances not specifically provided for in these Rules, if the SSSC reasonably considers removal to be appropriate.
4. The SSSC may remove a worker's entry under paragraph 3 only when the notice of decision sent by the SSSC to the worker takes effect.
5. The SSSC must not remove a worker's entry under paragraph 3 where the worker is subject to proceedings under the Fitness to Practise Rules.

#### **16. Time limit for repeat applications**

1. Paragraph 2 applies where a worker has made an unsuccessful application for:
  - a. registration in a part of the Register; or
  - b. renewal of registration in a part of the Register.
2. Any further application from the worker in respect of that part of the Register made within 2 years of the date on which the application was refused is to be considered only if:
  - a. the sole ground for refusal was the health of the worker; or
  - b. in the opinion of the SSSC, there has been a material change of circumstances.<sup>14</sup>

#### **17. Requirement to provide disclosure application form for PVG scheme**

At any time the SSSC may require a worker to provide a completed Disclosure Scotland application form signed by the worker, for counter-signature by the SSSC, together with the appropriate fee, for the purpose of obtaining a scheme

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<sup>14</sup> Previous wording: if, in the opinion of the SSSC, there has been a material change of circumstances.

record or a short scheme record within the meaning of the Protection of Vulnerable Groups (Scotland) Act 2007.

## **PART 4**

### **FEES**

#### **18. Fees in connection with registration**

1. Schedule 3 sets out the fees payable in connection with registration in each part of the Register.
2. The fee for an application for registration or renewal is non-refundable if the application is refused.

#### **19. Annual fee**

1. The annual fee is payable for the retention in the Register of a registration and is due:
  - a. on the anniversary of the date of the registration (or, in the case of registration in two or more parts of the Register, the anniversary of the date of registration in the part for which the higher (or highest) annual fee is payable);
  - b. where a registration is removed and later restored, on the anniversary of the date of the restoration.
2. Where the date of the registration or restoration is 29 February it is to be treated as having been made on 1 March.

#### **20. Registration in two or more parts of the Register**

1. This paragraph applies where:
  - a. an application relates to two or more parts of the Register, or
  - b. an annual fee is payable for registration in two or more parts of the Register.
2. The fee for the application or, as the case may be, the annual fee is payable for one part only.
3. Where the fees for the parts differ, the fee is the higher (or highest) of those fees.

#### **21. Waiver of fees**

The SSSC may waive any fee:

- a. where the worker is already registered with the SSSC and has paid fees to the SSSC;
- b. where the worker is already registered with a care council and intends to undertake a practice placement within the care council's jurisdiction;
- c. where the worker intends to resume a degree course;
- d. where the worker's registration has been suspended;
- e. where the worker has previously been refused registration in the part of the Register to which the application relates on the grounds of an outstanding criminal charge or outstanding disciplinary action and that charge or action is dropped; or



- f. in any other circumstances where the SSSC considers it appropriate.

**22. Failure to pay fees**

The SSSC may treat as impairment of fitness to practise the failure by a worker to pay fees when they are due.

**The Scottish Ministers having consented, the SSSC hereby makes these Rules**

**Convener**

**On behalf of the Scottish Social Services Council**

**Dated**

## **SCHEDULE 1**

### **TRANSITIONAL AND SAVING PROVISIONS**

1. In this Schedule:

'the old Rules' means the Scottish Social Services Council (Registration) Rules 2016;

'the new Rules' means these Rules;

'the start date' means 1 November 2016.

2. Paragraphs 3 to 7 apply to applications for registration and for renewal of registration submitted to the SSSC before the start date and which have not been granted by that date.

3. If the SSSC:

- a. has started to consider an application before the start date; and
- b. is satisfied about the good character, conduct and competence of the worker under Rule 4 of the old Rules,

those Rules continue to apply to the disposal of the application.

4. If the SSSC:

- a. has started to consider an application before the start date; but
- b. is not satisfied about the good character, conduct and competence of the worker under Rule 4 of the old Rules,

the application is to be treated as an application under the new Rules.

5. Where:

- a. the SSSC is minded to grant an application subject to conditions; and
- b. the worker confirms in writing (whether before or after the start date) the worker's agreement to the conditions and their imposition,

the old Rules continue to apply to the disposal of the application.

6. The old Rules continue to apply to any application which the SSSC has referred to the Registration Sub-Committee before the start date.

7. The new Rules apply to any referral of an application on or after the start date as if the application were an application under the new Rules.

**The Scottish Ministers having consented, the SSSC hereby makes these Rules**

**Convener**

**On behalf of the Scottish Social Services Council**

**Dated**

## **SCHEDULE 2**

### **POST REGISTRATION TRAINING AND LEARNING REQUIREMENTS**

#### **Social workers**

1. Every registered social worker must undertake post registration training and learning consisting of study, training, courses, seminars, reading, teaching or other activities which could reasonably be expected to advance the social worker's professional development or contribute to the development of the profession as a whole.
2. The amount of training and learning to be undertaken is:
  - a. in the case of a newly qualified social worker, 24 days (144 hours);
  - b. in any other case, 15 days (90 hours).
3. At least 5 days (30 hours) of the training and learning must focus on working effectively with colleagues and other professionals to identify, assess and manage risk to vulnerable groups in order to ensure that all social workers are assisted to meet their primary responsibility of protecting children and adults from harm.
4. The training and learning must be completed:
  - a. in the case of a newly qualified social worker contracted to work 35 or more hours per week, within 12 months of the date of registration;
  - b. in the case of a newly qualified social worker contracted to work less than 35 hours per week, within 18 months of that date;
  - c. in the case of any other social worker, within the period of registration.
5. A newly qualified social worker must submit to the SSSC, on the approved form, details of the training and learning undertaken, how it has assisted the social worker to consolidate their social work knowledge skills and values and how, in particular, it has developed their ability to contribute to child protection and adult protection.
6. The form must be submitted:
  - a. in the case of a newly qualified social worker contracted to work 35 or more hours per week, within 14 months of the date of registration;
  - b. in the case of a newly qualified social worker contracted to work less than 35 hours per week, within 20 months of that date.
7. In each of years 2 and 3 of a newly qualified social worker's registration period the social worker must complete 5 days (30 hours) of study, training, courses, seminars, reading, teaching or other activities which could reasonably be expected to advance the social worker's professional development or contribute to the development of the profession as a whole.

7A. If a social worker is registered for a registration period of less than 3 years, the amount of post registration training and learning to be completed by the social worker during the registration period is:

$$\frac{R}{36} \times T$$

where—

R is the registration period in months;

T is the amount of post registration training and learning which the social worker would require to undertake but for this paragraph.<sup>15</sup>

### Other social service workers

8. Paragraphs 9 to 12<sup>16</sup> apply to every worker except:
  - a. a social worker (see paragraphs 1 to 7A<sup>17</sup>);
  - b. a student.
9. The worker must undertake post registration training and learning consisting of study, training, courses, seminars, reading, teaching or other activities which could reasonably be expected to advance the worker's professional development or inform their practice.
10. The table below sets out in column 2 the amount of training and learning which must be undertaken by a worker of a description in column 1.
11. The training and learning must be completed within the registration period.

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<sup>15</sup> Inserted wording: 7A

<sup>16</sup> Previous wording: paragraphs 9 and 10

<sup>17</sup> Previous wording: paragraphs 1 to 7

<b>(1)</b> <b>Description of worker<sup>18</sup></b>	<b>(2)</b> <b>Amount of training and learning</b>
SCSWIS authorised officer	25 days (150 hours)
Manager of residential child care service	25 days (150 hours)
Residential child care worker with supervisory responsibilities	25 days (150 hours)
Residential child care worker	25 days (150 hours)
Manager of adult day care service	25 days (150 hours)
Manager of care home service for adults	25 days (150 hours)
Practitioner in care home service for adults	10 days (60 hours)
Supervisor in care home service for adults	10 days (60 hours)
Support worker in care home service for adults	10 days (60 hours)
Manager of day care of children service	10 days (60 hours)
Practitioner in day care of children service	10 days (60 hours)
Support worker in day care of children service	10 days (60 hours)
Manager of residential school care accommodation service	25 days (150 hours)
Supervisor of residential school care accommodation service	25 days (150 hours)
Worker in residential school care accommodation service	25 days (150 hours)
Manager of care at home service	25 days (150 hours)
Supervisor in care at home service	10 days (60 hours)
Support worker in care at home service	10 days (60 hours)
Manager of housing support service	25 days (150 hours)
Supervisor in housing support service	10 days (60 hours)
Support worker in housing support service	10 days (60 hours)

See deleted text in footnote below<sup>19</sup>

12. If a worker is registered for a registration period of less than 5 years, the amount of post registration training and learning to be completed by the worker during the registration period is:

$$\frac{R}{60} \times T$$

where—

R is the registration period in months;

T is the amount of post registration training and learning which the worker would require to undertake but for this paragraph.

<sup>18</sup> This list is updated to include support worker in care at home service and support worker in housing support service.

<sup>19</sup> Deleted wording: Reduction where registration for less than 5 years

**General**

13. Every worker must keep a record of the training and learning undertaken.
14. Failure to comply with this Schedule may be treated by the SSSC as impairment of fitness to practise.

**The Scottish Ministers having consented, the SSSC hereby makes these Rules**

**Convener**

**On behalf of the Scottish Social Services Council**

**Dated**

**SCHEDULE 3**

**FEES**

1. The Table of Fees sets out in **columns 2 to 6<sup>20</sup>** the fees payable by a worker in connection with registration in the part of the Register in column 1.
2. The **assessment fee set out in column 3<sup>21</sup>** is payable:
  - a. where a worker for registration in the part of the Register for social workers is a social worker, except a newly qualified social worker, who has not completed an approved course and does not hold a letter of verification of other qualifications but to whom section 46B(b) of the Act applies;
  - b. where a worker for registration in any part of the Register except the parts for social workers and students meets the requirements of Rule 8.7 under section 46B(b) of the Act.
3. In the Table, 'aptitude test fee' means the fee for a test undertaken by a worker within the meaning of section 46B(a) of the Act or for the purposes of section 46B(b)(i) of the Act.

**Table of fees (see pages 25 to 27 for previous tables of fees)<sup>22</sup>**

(1) Part of Register	(2) Application fee	(3) Assessment fee	(4) Aptitude test fee	(5) Renewal fee	(6) Annual fee
Social workers	£80	£320	£790	£80	£80
Students	£15	--	--	--	£15
SCSWIS authorised officers	£80	£320	£640	£80	£80
Manager of residential child care service	£80	£320	£640	£80	£80
Residential child care worker with supervisory responsibilities	£35	£320	£640	£35	£35
Residential child care worker	£35	£320	£640	£35	£35
Manager of adult day care service	£80	£320	£640	£80	£80
Managers of care home service for adults	£80	£320	£640	£80	£80
Practitioners in care home service for adults	£35	£320	£640	£35	£35
Supervisors in care home service for adults	£35	£320	£640	£35	£35

<sup>20</sup> Previous wording: columns 2 to 5

<sup>21</sup> Previous wording: the higher application fee set out in column 2

<sup>22</sup> The table of fees includes two new groups of workers, support workers in care at home services and support workers in housing support services.

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(1) Part of Register	(2) Application fee	(3) Assessment fee	(4) Aptitude test fee	(5) Renewal fee	(6) Annual fee
Support workers in care home service for adults	£25	£320	£640	£25	£25
Managers of day care of children service	£80	£320	£640	£80	£80
Practitioners in day care of children service	£35	£320	£640	£35	£35
Support workers in day care of children service	£25	£320	£640	£25	£25
Managers of residential school care accommodation service	£80	£320	£640	£80	£80
Supervisors in residential school care accommodation service	£35	£320	£640	£35	£35
Workers in residential school care accommodation service	£35	£320	£640	£35	£35
Managers of care at home service	£80	£320	£640	£80	£80
Supervisors in care at home service	£35	£320	£640	£35	£35
Support workers in care at home service	£25	£320	£640	£25	£25
Managers of housing support service	£80	£320	£640	£80	£80
Supervisors in housing support service	£35	£320	£640	£35	£35
Support workers in housing support service	£25	£320	£640	£25	£25

**The Scottish Ministers having consented, the SSSC hereby makes these Rules**

**Convener**

**On behalf of the Scottish Social Services Council**

**Dated**



**Table of fees<sup>23</sup>**

(1) Part of Register	(2) Application fee		(3) Aptitude test	(4) Renewal fee	(5) Annual
	Normal	Higher			
Social workers	£80	£320	£790	£80	£80
Students	£15	--	--	--	£15
SCSWIS authorised officers	£80	£320	£640	£80	£80
Manager of a residential child care service	£80	320	640	£80	£80
Residential childcare worker with supervisory	£35	320	640	£35	£35
Residential child care workers	£35	£320	£640	£35	£35
Managers of adult day care service	£80	£320	£640	£80	£80
Managers of care home service for adults	£80	£320	£640	£80	£80
Practitioners in care home service for adults	£35	£320	£640	£35	£35
Supervisors in care home service for adults	£35	£320	£640	£35	£35
Support workers in care home service for adults	£25	£320	£640	£25	£25
Managers of day care of children service	£80	£320	£640	£80	£80
Practitioners in day care of children service	£35	£320	£640	£35	£35
Support workers in day care of children service	£25	£320	£640	£25	£25
Managers of residential school care accommodation service	£80	£320	£640	£80	£80
Supervisors in residential school care accommodation service	£35	£320	£640	£35	£35
Workers in residential school care accommodation service	£35	£320	£640	£35	£35
Managers of care at home service	£80	£320	£640	£80	£80

<sup>23</sup> The table of fees shows the increase in SSSC registration fees.

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Supervisors in care at home service	£35	£320	£640	£35	£35
Managers of housing support service	£80	£320	£640	£80	£80
Supervisors in housing support	£35	£320	£640	£35	£35

**Table of fees - Registration Rules 2016 (No.2)**

(1) Part of Register	(2) Application fee		(3) Aptitude test fee	(4) Renewal fee	(5) Annual fee
	Normal	Higher			
Social workers	£30	£320	£790	£30	£30
Students	£10	--	--	--	£10
SCSWIS authorised officers	£30	£320	£640	£30	£30
Residential child care workers	£30	£320	£640	£30	£30
Managers of adult day care service	£30	£320	£640	£30	£30
Managers of care home service for adults	£30	£320	£640	£30	£30
Practitioners in care home service for adults	£20	£320	£640	£20	£20
Supervisors in care home service for adults	£20	£320	£640	£20	£20
Support workers in care home service for adults	£15	£320	£640	£15	£15
Managers of day care of children service	£30	£320	£640	£30	£30
Practitioners in day care of children service	£20	£320	£640	£20	£20
Support workers in day care of children service	£15	£320	£640	£15	£15
Managers of residential school care accommodation service	£30	£320	£640	£30	£30
Supervisors in residential school care accommodation service	£30	£320	£640	£30	£30
Workers in residential school care accommodation service	£30	£320	£640	£30	£30
Managers of care at home service	£30	£320	£640	£30	£30
Supervisors in care at home service	£20	£320	£640	£20	£20
Managers of housing support service	£30	£320	£640	£30	£30
Supervisors in housing	£20	£320	£640	£20	£20

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<b>(1) Part of Register</b>	<b>(2) Application fee</b>		<b>(3) Aptitude test fee</b>	<b>(4) Renewal fee</b>	<b>(5) Annual fee</b>
	<b>Normal</b>	<b>Higher</b>			
support service					

