



# GUIDANCE NOTES WHEN APPLYING FOR RESTORATION

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# Things to know before you apply for Restoration

## When to apply

An application to be restored to the Register after you have been removed cannot be made until either:

- a period of three years has passed from the date of the decision to remove your registration, or
- a period of two years has passed from the date of any previous application for restoration, or
- the only reason for your removal was your health, in which case you can apply for restoration at any time.

## Which part of the Register to apply for

You must apply to be restored to the part of the Register you were removed from. While you may not wish to actually be registered on that part in the future you cannot apply for any other part of the Register until you are restored to the part you were originally removed from.

If your application for restoration is granted you will be able to apply for registration on any other part of the Register.

## Working while your application is being considered

You cannot work in a post which requires registration before your application for restoration has been considered. There is no 6 month grace period prior to the application for restoration being decided.

It is an offence for an employer to employ a worker in a post which requires registration when they are not registered.

## Fitness to Practise

The SSSC must be satisfied that there has been a material change in your circumstances and you are fit to practice before an application for restoration will be granted. Your fitness to practise might be impaired because of your conduct, professional practice, health, a decision about you made by another regulator or a conviction.

If you are applying to be restored on the part of the register for Social Workers, or if you are in social services employment (in a role which does not require registration) you may need to complete a PVG application and pay the relevant fee.

## The Public Register

If your application for restoration is granted, the following information will appear on our public online register:

- your full name and title
- your registration number and the part, or parts, of the Register on which you are registered
- the postal town of your work address, if applicable
- your registration status, which will show as registered

## **SSSC's Codes of Practice**

You should ensure you have read and understood the SSSC's Codes of Practice enclosed with this application. These codes set the standards of behavior and practice expected of you both in and out of work

## Completing the application

The following information will help you to complete your application form.

If you do not complete all of the questions your application and supporting documents will be returned to you.

### SECTION 1 – PART OF THE REGISTER

As previously stated you must apply for restoration to the part of the Register you were removed from. You cannot apply for any other part of the Register until you have been restored to the part you were originally removed from.

### SECTION 2 – YOUR DETAILS

You must complete all questions in the personal details section.

### SECTION 3 – CURRENT EMPLOYMENT

You must complete sections 3.1 to 3.6.

If you have more than one employer, please also complete sections 3.7 to 3.12. You can continue on another sheet if you have more than two employers.

### SECTION 4 – QUALIFICATIONS

To register with the SSSC a worker must satisfy the criteria for registration. We should have details of any qualifications previously obtained during your previous period of registration. Please note at this section any relevant qualifications for the part of the Register you are applying for which you have gained **since** you were removed from the Register.

Details of the benchmark qualifications for each part of the register can be found on our website at <http://www.sssc.uk.com/registration/what-qualifications-do-i-need/find-out-about-qualifications>

If you are applying for restoration and did not obtain the required qualifications during your previous period of registration you may be granted restoration subject to the condition that you achieve the required qualifications within the specified period – normally your initial period of registration.

If you gained any of the following qualifications **in Scotland** you do not need to provide evidence of your award:

- Degree in Social Work

- Diploma in Social Work (DipSW)
- Certificate of Qualification in Social Work (CQSW)
- Certificate in Social Service (CSS)
- Certificate in Social Work (CSW).

The SSSC will be able to check any of the above social work qualifications against our records.

If you hold an appropriate qualification, you must provide us with **the original copy**. We will return this to you once we have processed your application.

## SECTION 5 – REGULATORY BODIES or LICENSING ORGANISATIONS

Please give the details we ask for if you have been registered **since** your removal from our Register with one of the other UK regulatory bodies listed on the application form.

Give details of any current or previous registration with regulatory bodies or licensing authorities outside the UK.

You must complete section 5.1.

If you answer no, please proceed to section 6.

If you answer yes or currently, please complete sections 5.2 to 5.6.

## SECTION 6 – DISCIPLINARY RECORD

As part of considering if you are fit to practice we will consider any disciplinary information.

You must answer all questions. If you answer yes to any of the questions, please give details in the space provided.

Disclose all matters, if you are unsure please call us on the lo-call enquiry line 0345 60 30 891 for advice. We will ask your endorser to verify this information and also to tell us about any other less serious disciplinary matters that they think may affect your fitness to practice.

## SECTION 7 - HEALTH

As part of considering if you are fit to practice we will consider your health. You must complete all questions. If you answer yes to any of the questions, please give details in the space provided.

### General information

Many people living with a health condition are able to practice safely and effectively with or without adjustments. We understand that you will not be working in a role which requires registration at the time of making the application however if you are working in social services we expect you to manage health conditions by:

- being open and honest with your employer about your condition and any limitations you have complying with any recommended steps to manage the condition

### When health might be an impairment

Your fitness to practise may be impaired if you have a health condition (which includes an addiction to drugs or alcohol) which has an adverse effect on your ability to do your job safely and effectively. For example, where your reasoned decision making, thinking and/or behaviour are affected or where there is a physical symptom that means you cannot carry out your role safely and effectively.

Your health must have caused or substantially contributed to the impairment of fitness to practise.

## Workers who are signed off

You may be signed off as “unfit for work” due to ill health but this does not necessarily mean that your fitness to practise is impaired. Cases of ill-health are likely to be better managed with the support of an employer to safely reduce any risk to the public who use services and not require regulatory investigation where the worker:

- has demonstrated good insight into the extent and effect of their condition
- is taking appropriate steps to access treatment and following advice from their treating health professionals
- is receiving support from Occupational Health through the employer
- is managing his or her practice appropriately, for example by taking sick leave

## SECTION 8 – CRIMINAL OFFENCES

You must tell us about certain criminal offences. The types of offences we may need to know about are:

- If you have ever been convicted of a criminal offence
- If you have been charged with a criminal offence, and you do not yet know the outcome

You may also need to tell us if you have received an alternative to prosecution.

For an explanation of these terms, see NOTE 1 below.

However, you **do not need** to tell us about **all** convictions and alternatives to prosecution.

This is because some offences become ‘spent’ over time and some spent convictions are protected and you do not need to tell us about these. Before answering these questions please refer to the Disclosure Scotland guidance at

<https://www.gov.scot/publications/guidance-self-disclosure-previous-convictions-alternatives-prosecution-scotland-under-rehabilitation-offenders-act-1974/>

<https://www.mygov.scot/convictions-higher-disclosures/>

If an offence was outside Scotland, it must be declared if the Scottish equivalent of the offence would have to be declared.



#### Note 1

**Conviction:** You have pled guilty (whether by letter, through an agent or in person) or were found guilty by a court. This is still a conviction whether or not the court imposed any sanction.

**Alternative to Prosecution:** A direct measure by the police or Procurator Fiscal, such as:

- A fixed penalty notice – a financial penalty issued by the police/other law enforcement agencies
- A police warning/caution
- A conditional caution – where the person is not charged by police, provided they comply with the particular conditions set out in the caution.
- A procurator fiscal's warning – these are issued by the procurator fiscal, either in letter or in person. They make it clear to the person that a report of a crime has been submitted to them and that any repetitions of the alleged behaviour will likely result in prosecution.
- A fiscal fine – these are offered by the procurator fiscal. If the person pays the fine, then no further action will be taken.
- A fiscal work offer (FWO) – the procurator fiscal may offer the accused the opportunity of completing unpaid work instead of being prosecuted.
- Bound over – The courts can make orders binding a person to act in a certain way for example, to be of good behaviour. There are consequences if the terms are breached.
- Diversion from prosecution, the procurator fiscal may refer an accused to the supervisions of a social worker, psychiatrist, psychologist or mediator.
- Compensation – where the victim has suffered loss as a result of the alleged behaviour, the procurator fiscal may make a compensation offer to the accused.

## SECTION 9 – RESTORATION INFORMATION

In order to fully consider your application to be restored to the Register we must know why you think there has been a material change in your circumstances which means you should now be restored. Please tell us why you believe there has been a material change in your circumstances. The questions listed at 9.1 are to provide assistance and should be answered where appropriate. You should also give any other information you think is relevant.

You should also send any documents which you think are relevant to your application for restoration and would like us to consider. This can include references and training certificates. Where you were removed due to your health you should also provide a medical report to confirm the state of your health and whether this has changed and is now being managed safely and effectively.

## SECTION 10 – PERSONAL DECLARATION

Please make sure you have read and understood the personal declaration then sign and date sections 10.1 and 10.2.

### Restoration Fee

This is the fee you pay to apply for restoration. Once your application is received we will contact you to arrange payment of the appropriate fee. The fees are detailed in the table below.

(1) Part of Register	(2) Restoration fee
Social workers	£80
Students	£15
SCSWIS authorised officers	£80
Residential child care workers	£35
Managers of adult day care service	£80
Managers of care home service for adults	£80
Practitioners in care home service for adults	£35
Supervisors in care home service for adults	£35
Support workers in care home service for adults	£25
Managers of day care of children service	£80
Practitioners in day care of children service	£35
Support workers in day care of children service	£25
Managers of residential school care accommodation service	£80
Supervisors in residential school care accommodation service	£35
Workers in residential school care accommodation service	£35
Managers of care at home service	£80
Supervisors in care at home service	£35
Managers of housing support service	£80
Supervisors in housing support service	£35

In addition to the fee above you may be asked to pay up to £59 towards the cost of obtaining an up to date PVG Scheme check.

**If your application is refused for any reason or you withdraw your application, the fees you have paid will not be returned.**

## What Happens Next

Once we receive your completed application and accompanying documents:

- we will process your application as quickly as possible
- we may contact you to seek further information
- we will pass your case to the Fitness to Practise Department who will contact you about the application.

Once the Fitness to Practise department have considered your application and made any investigations they feel are necessary they can:

- grant your application for restoration
- grant your application for restoration and impose conditions on your registration (you will be asked whether you consent to these conditions)
- refer your case to a Fitness to Practise Panel who can grant your application, grant your application and impose conditions or refuse your application.

Please note that if your application for restoration is granted you **will still be removed** from the register if you are not working in an eligible role. After this you would be free to reapply for the register for any eligible role you take up in the future.

## Contact Us

Scottish Social Services  
Council Compass House  
11 Riverside  
Drive  
Dundee  
DD1 4NY

Lo-call       **0345 60 30 891**  
Email         **[registration@sssc.uk.com](mailto:registration@sssc.uk.com)**  
Website       **[www.sssc.uk.com](http://www.sssc.uk.com)**

If you are calling from outside the UK please call 00 44 1382 207101.

If you would like this document in another format, please contact the SSSC on Lo-call 0345 60 30 891.





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Scottish  
**Social Services**  
Council

## Contact information

### Helpline

Lo-call: 0345 60 30 891

Open Monday to Friday 9am to 4pm  
(Wednesday 10am to 4pm)

### Email

[registration@sssc.uk.com](mailto:registration@sssc.uk.com)

### Address

Scottish Social Services Council  
Compass House  
11 Riverside Drive  
Dundee  
DD1 4NY

### Website

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