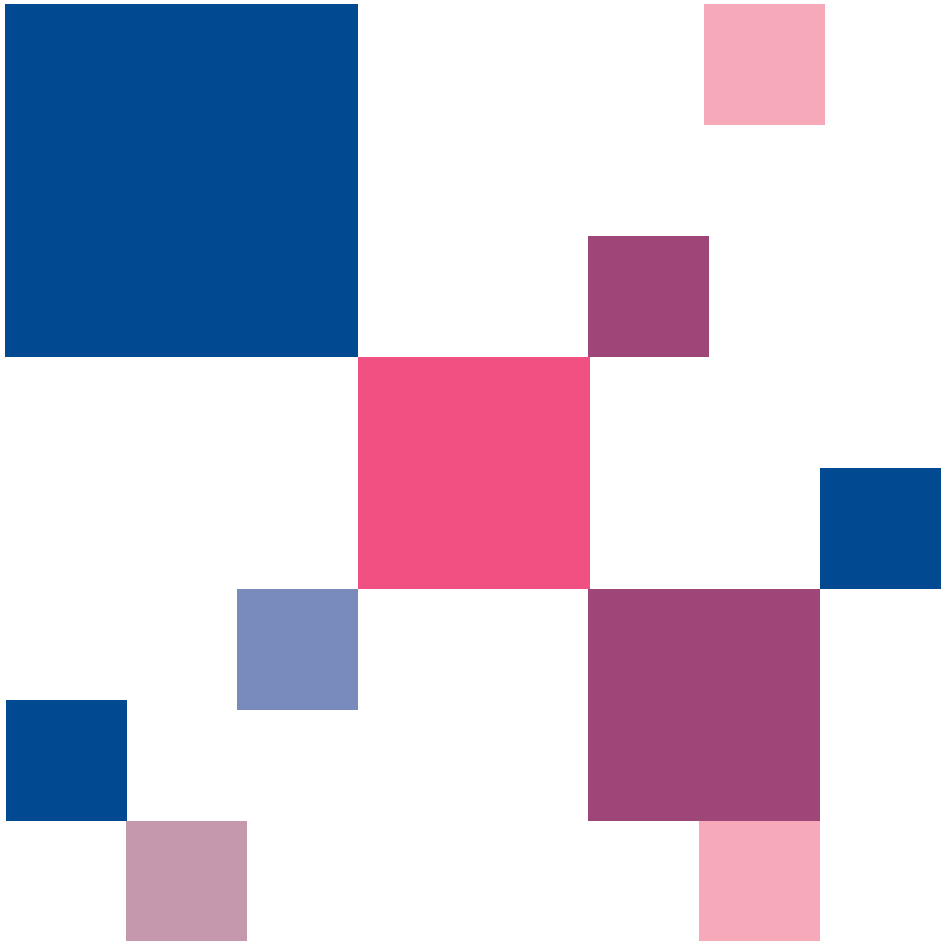


# Your registration with the Scottish Social Services Council - a guide to getting started





## **Introducing the SSSC**

We are the organisation, set up by law to protect the public by registering and regulating social service workers in Scotland. We set national standards of practice that you must follow in your daily work and can take action if the standards aren't met.

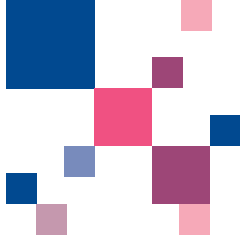
### **Do we regulate you?**

Many groups of social service workers who need to register often use different job titles. Here are some of them. Social worker, social work student, nursery worker, child care worker, home carer, care home worker, housing support worker, care at home worker, adult day care manager, care assistant, early years worker, play leader, childhood practitioner, out of school carer and residential child care worker. See who we register on **[www.sssc.uk.com](http://www.sssc.uk.com)**

### **Why is being registered a benefit for me?**

When you're registered with us, you are part of a skilled, qualified workforce similar to teachers, doctors and nurses. This means the people you support and care for know what to expect from you and can have confidence and trust that you are working to high and consistent standards.

Being respected and trusted in our jobs leads to job satisfaction and increased motivation which is something we all benefit from.



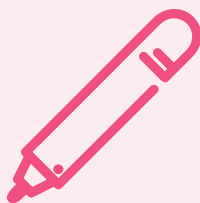
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You can find out more about the SSSC and about registration by watching two short videos on our website [www.sssc.uk.com/videos](http://www.sssc.uk.com/videos)

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### **What if I don't register or keep up my registration?**

Getting registered is your responsibility. If you don't register or keep up your registration then you won't be able to work in your role.



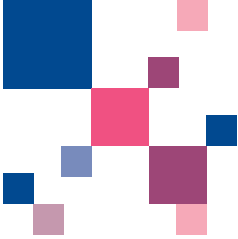
### **Are you applying for registration?**

#### **What you need before you start**

- Your National Insurance number.
- The care service number for your employer/ any services you work in.
- The part(s) of the Register you need to register on. You may need to register on more than one part but you will only pay one fee. If you are not sure, check this with your employer. We describe the various roles that we register on our website so you can check these to match what you do. This will help you to apply for the right part of the Register.
- If you have a qualification from our list (on the website), we'll need a copy of your certificate. (Find out on page 3 what to do if you don't have a qualification).
- Your own email address that is unique to you.

#### **Now you're ready to start**

- Set up your MySSSC account online.
- You can do everything you need to online. MySSSC is easy to use and will help you to keep your registration up to date.



- Go to **www.sssc.uk.com** and click on 'MySSSC Sign in'. You can then create a MySSSC account and start an application for registration.



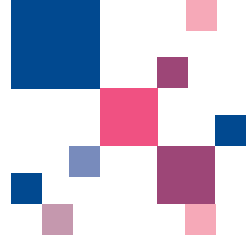
### **What about qualifications?**

If you don't have the qualification you need for registration, don't worry. Unless you are a social worker, we will give you time to get your qualification. Make sure you discuss this with your employer. If you already have the qualification you need for registration, please upload a copy of your certificate when you apply using MySSSC.



### **Things to remember**

- ☑ If you start a new role or job you need to be registered within six months of starting in your role.
- ☑ It can take up to three months for us to process your application so apply in plenty of time, even if you've been registered before.
- ☑ We contact you by email if we need any further information for your application, so please keep an eye on your emails.
- ☑ We will let you know by email when you are registered. You can check the Register on the SSSC website (go to Search the Register) and your employer will be able to see that you are registered too.

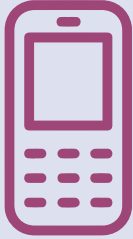


## You're registered, what next?

There are some things you need to do to keep up your registration. You can do most of these things through MySSSC (our online service). If you don't keep up your registration you may not be able to work.

- You will follow the SSSC Codes of Practice. You can read and download a copy from our website **[www.sssc.uk.com/codes](http://www.sssc.uk.com/codes)**.
- You pay your annual fee. We will remind you about this by email.
- You will need to renew before your registration ends. We will remind you about this by email.
- Let us know if anything changes such as your email, address or employment.
- If you have a qualification condition, let us know when you get your qualification(s).
- You need to do a certain amount of learning or training each year which we call post registration training and learning or PRTL. Find out what you need to do on our website **[www.sssc.uk.com/prtl](http://www.sssc.uk.com/prtl)**.
- Your registration certificate is on your MySSSC account.





### **Staying registered and keeping up to date**

- Check your emails regularly and tell us if you change your email address. You should update your email address on MySSSC.
- Read our newsletters and SSSC News Online, our online news magazine. This may count towards your PRTL.
- Use our free learning resources. This may also count towards your PRTL.
- Log in to MySSSC regularly to make sure your details are up to date and to record your PRTL.

### **Improve your skills with us**

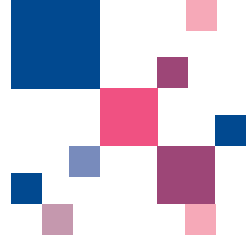
We have lots of free learning resources and you don't need to work at a computer to use them. We have a range of apps that you can use on your smartphone or tablet at a time that suits you.

Using our apps and learning resources can count towards your PRTL and can help you develop your skills and career.

### **Have you heard about Open Badges?**

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

An Open Badge is an online certificate of your learning that you can use to demonstrate your skills when applying for jobs. We have 100 Open Badges available and are working with employers to create more.



**Visit our Learning Zone**  
**[learningzone.workforcesolutions.sssc.uk.com/](https://learningzone.workforcesolutions.sssc.uk.com/)** to find all of our free resources including topics like medication, fitness to practise, dementia and adult and child protection.

**Got a question?**

There is lots of information on our website to help with your registration. And if you have a question or if there is anything else we can help you with please get in touch with us online or by phone. Find out how you can contact us at the end of this leaflet.



## Contact us

- ☎ **0345 60 30 891**
- ✉ **enquiries@sssc.uk.com**
- 🌐 **www.sssc.uk.com**
- 🐦 **@SSSCnews**
- 📘 **www.facebook.com/thesssc**

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