

## Application guidance

This guidance will help you apply for registration with the Scottish Social Services Council (SSSC).

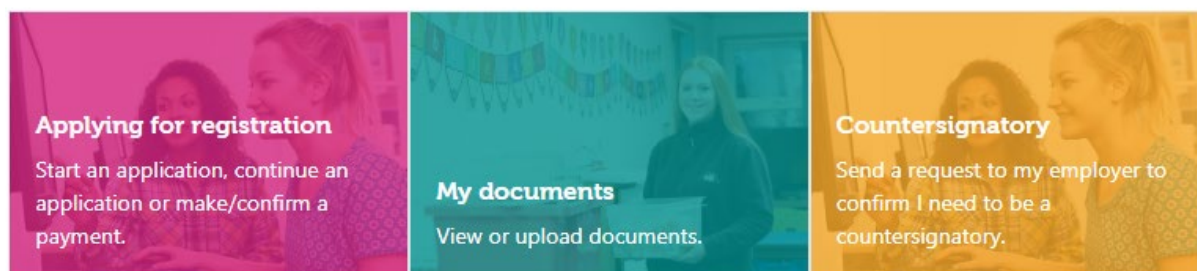
You will need this information to complete the application form:

- the part(s) of the Register you need to apply for
- name of the organisation you work for
- care service name
- care service number
- name of the countersignatory that will be endorsing your application. This is the person(s) in your organisation who verifies your SSSC applications.

To create your MySSSC account or log in if you already have an account go to <https://www.sssc.uk.com/signin/>

Once you have signed in to your account you will see the following tiles on your homepage.

## My homepage



[Start a new application](#)

[Adding your employment](#)

[Send application to your countersignatory](#)

[Making payment](#)

# Start a new application

Click the 'Applying for registration' tile. A table will be displayed as below, click on

[Click here to apply](#)

[MySSSC home](#) / Applications

Use this section to complete your application for registration or update any applications that you have not yet submitted. You can also view any previous applications that you have completed. [Click here](#) for some additional guidance about accessing MySSSC.

[Click here to apply](#)

☰ Active applications ▾

Reference no. ↑	Register parts	Status	Status details	Created on	Application received date
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You will then see the following options:

What best describes you?

**Social worker**

a social worker is someone who has a social work degree

**Social work student**

a social work student is someone who has been accepted on a social work degree course

**Another type of worker**

all other parts of the register, for example if you provide care at a home or housing support, or work with children in a nursery, or with adults in a care home

[Go back to the previous page](#)

Choose 'Another type of worker' which brings up a list of Register parts to choose from.

You need to tick the Register part(s) you require registration for. If you're not sure please check with your employer. You can tick as many parts as you need.

For this example, we have picked Support Worker in a Care at Home service and Support Worker in a Housing Support service. Click 'confirm'.

### Which part of the Register would you like to apply for registration on?

You may need to apply for more than one part of the register, even if you only have one job. Please check this with your employer if you are unsure.

- Managers in Housing Support Services
- Managers of a Care Home Service for Adults
- Managers of a Day Care of Children Service
- Managers of a Residential Child Care Service
- Managers of a Residential School Care Accommodation Service
- Managers of an Adult Day Care Service
- Managers of Care at Home Services
- Practitioners in a Care Home Service for Adults
- Practitioners in Day Care of Children Services
- Residential Child Care Workers
- Residential Child Care Workers with Supervisory Responsibilities
- SCSWIS Authorised Officer
- Supervisors in a Care at Home Service
- Supervisors in a Care Home Service for Adults
- Supervisors in Housing Support Services
- Supervisors of a Residential School Care Accommodation Service
- Support Workers in a Care Home Service for Adults
- Support Workers in a Day Care of Children Service
- Support Workers in a Housing Support Service
- Support Workers in Care at Home Service
- Workers in a Residential School Care Accommodation Service

Confirm

Back

You will get the following message and when you click 'Continue' it will create the application form.

### Confirmation of parts of the register



Are you sure you want to apply for the selected parts of the register?

1. Support Workers in a Housing Support Service
2. Support Workers in Care at Home Service

Continue

Cancel

If at this point you realise you have picked the wrong part(s) you can click on

Cancel

Once the application form is created you will see there is a progress bar on the left hand side.

Personal Details
✘ Regulatory Bodies
✘ Qualifications
✘ Employment
✘ Criminal Offences
✘ Disciplinary Record
✘ Health Information
✘ Personal Declaration
✘ Supporting Documents
✘ Register Parts
✘ Endorsement

Incomplete sections will have ✘ and ✔ will show on completed sections.

# Adding your employment

**You need to add an employment record for each part of the Register you are applying for. If you work in a care at home and a housing support service you need to add employment details for both.**

## Current Employment

You must add at least one employment record for each part of the register you are applying for. Failure to do this will delay your application.

Add

Employment status	Care Service	Care Service Name	Organisation / service provider	Job title	Start date ↓	Register Part
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There are no records to display.

Click **Add** to enter your employment details.

**Create**

What is your current employment status? \*

Employed

Job title \*

Search where I work (my care service)



Search for my organisation/service provider \*



Care Service Name

Care Service Type

Please tell us when this began \*



Once you have confirmed you are employed, the search boxes for your organisation and care service will be shown.

Note: If you are an agency worker or sessional worker then you only need to provide the organisation details. If you are employed in a specific care service, then we need the care service name and care service number. Your employer should be able to provide you with this information.

If you have selected more than one Register part on your application, you will also be asked to confirm which part of the Register the employment you are adding relates to.

Please tell us when this began \*

Part of the register \*



**INFO:** As you are applying for more than one part of the Register you need to tell us which Register Part the employment relates to

Click the magnifying glass, choose the relevant Register part and click 'Select'.

Once you have provided all the information in the application you need to send it to a countersignatory to approve all the information you have provided.

# Send application to your countersignatory

Click [Choose my countersignatory](#) to pick the person in your organisation who will endorse your application. Check with your employer if you're not sure who this should be.

**Please select and send your application to a countersignatory for your organisation:**

If you only have **one** employer you must only choose **one** countersignatory

<a href="#">Choose my countersignatory</a>			
Endorser	Organisation	Secondary Endorser ↑	Endorsement Status
There are no records to display.			

**Once you have selected your countersignatory from the above list, please click the 'Send to my countersignatory' button below.**

If there are no countersignatories in the list for your organisation or if you are a social work student please click the print button below.

If you are choosing to print your application, you should pass this to your employer or university for them to sign and complete. Then send this to SSSC, Compass House, 11 Riverside Drive, Dundee, DD1 4NY.

Please call 0345 60 36 979 to make your application payment or download a Direct Debit Mandate from our website and post this with your application.

[Send to my countersignatory](#) [I will print my application](#)

Click in the organisation box to pick the organisation you work for. Then click in the countersignatory box to see a drop down list of available countersignatories.

**Details**

Individual


Test Record

Organisation

Angus Council

Countersignatory \*





Once you have selected the countersignatory click .

**This does not send your application for endorsement, you have to follow the 'send to my countersignatory' step below.**

**Please note:** If you have provided details of working with two different employers, you need to repeat this process and choose an organisation and countersignatory for your second employment.

This example shows what the table will look like if you have one employer.



Endorser	Organisation	Secondary Endorser ↑	Endorsement Status
name of countersignatory	organisation name		Awaiting Endorsement 

**Once you have selected your countersignatory from the above list, please click the 'Send to my countersignatory' button below.**

If there are no countersignatories in the list for your organisation or if you are a social work student please click the print button below.

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The final step is to 'send to my countersignatory' which sends an email to your employer to let them know you have sent an application for approval.

You will see a message on your screen saying your application is now awaiting endorsement.

**Success**



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Your application is now awaiting endorsement.

When you close this message (by clicking the cross) you will see a summary of all the information you have supplied in your application and you can log out of MySSSC.

Your countersignatory has 14 days to endorse the application and you will be notified by email once it's done.

When you receive this email, you need to log back into your MySSSC account and complete the payment process. The email will give you instructions on what you need to do.

# Making payment

When you log in to MySSSC and choose the relevant application you'll see the summary of the application again. This time there is also a box at the top which says 'Make/Confirm Method of Payment'.

[Make/Confirm Method of Payment](#) [Print a copy of this application](#)

Online application - Support Workers in a Housing Support Service + -

**Application details**

Register Part	Support Workers in a Housing Support Service
Application fee	Awaiting Payment

**Documents for this application**

There are no documents uploaded

**Personal details**

When you click this you can choose from three different options.

The outstanding fee is £25.00 for registration number 4015994

Make payment by one of the following methods quoting your registration number;

[Click here to pay online through Worldpay](#)

[Click here for Direct Debit, telephone or cheque payments](#)

[For Application Fees Only - Click here if you have paid a fee in the last six months or are already registered on another part of the Register](#)

[Back](#) [Next](#)

**Paying online** - This will require you to have an up to date version of your browser. Once payment has been made by Worldpay this will be updated on our records within 1 working day

1. **'Click here to pay online through Worldpay'** – choose this option if you want to make a debit/credit card payment.
2. **'Click here for direct debit, telephone or cheque payments'** – choose this option if you have already phoned us and paid over the phone, you have sent a cheque to us or if you want to set up, or already have, a direct debit with us.
3. **'For application fees only'** – click here if you have paid a fee in the last six months or are already registered on another part of Register.

Once you've chosen the method of payment, you will receive a message advising that your application has been submitted. You will also receive an email confirmation.