

# The Scottish Social Services Council

Regulation, registration and Codes of  
Practice

# What is the SSSC?

Regulation of Care (Scotland) Act 2001 established:

- Scottish Social Services Council as the regulator of the social service workforce and its education and training
- Care Commission as the regulator of services
- Equivalent Councils in the other countries of the UK

# Policy objectives

- Strengthen and support the professionalism of the workforce
- Protect those who use services
- Raise standards of practice and in doing so
- Raise public confidence in the workforce

# The SSSC's main tasks

- Publish Codes of Practice for all social service workers and their employers
- Register key groups of social service workers
- Regulate the workforce and its training and education
- Contribute to workforce planning, development of qualifications and promotion of education and training

# Why a Code of Practice for Employers?

- First regulatory body to issue a Code of Practice for Employers
- The competence and conduct of workers are strongly influenced by the quality of the direction, management, support and development they receive from their employers
- Focus on employers' responsibilities in relation to registration and regulation

# Registration of the social services workforce

Scottish Executive consulted in 1999 on how the workforce should be registered and regulated. The feedback received resulted in policy decisions to create:

- An inclusive Register
- A qualification based Register

# Registration timetable

PART OF THE REGISTER	REGISTRATION COMMENCED
Social workers	April 2003
Students	May 2004
Care commission officers	December 2004
Managers of residential child care services	June 2005
Residential Child Care Workers with Supervisory Responsibilities	October 2005
Residential Child Care Workers	July 2006
Managers of a Care Home Service for Adults	January 2006
Workers in a Care Home Service for Adults with Supervisory Responsibilities	September 2007
Practitioners in a Care Home Service for Adults	January 2009
Support Workers in a Care Home Service for Adults	April 2009
Managers of a Day Care Service for Adults	January 2006
Managers of a Day Care of Children Service	October 2006
Practitioners in a Day Care of Children Service	March 2007
Support Workers in a Day Care of Children Service	October 2008
Housing Support Workers	Autumn 2009

 Register not yet open

# How will workers be registered?

- Against the job **function**, not the job title
- So it is about **what you do** not what you are called
- The qualifications set relate to a function rather than a job title

# Qualifications criteria

These qualifications have met three criteria

- The qualifications must have a value base that is consistent with the values in the SSSC Codes of Practice
- The qualifications must contain knowledge and observed assessed practice and should be consistent with the national occupational standards for the sector
- The qualification must be located on the Scottish Credit and Qualification Framework

# Preparing for registration

- SSSC may grant registration subject to conditions, including the condition that required qualifications are gained within a specified period.
- Registration will have to be phased but employers and workers need to be agreeing now, how and when access will be provided to required training and assessment.

# Workers registered with another regulatory body

- If you are already registered with another regulatory body, for example, the GTC, you can remain registered with them.
- Workers registered on the part of the Register for Social Workers can be registered with another regulatory body whilst registered with the SSSC

# Registration Requirements

- Proof of identity
  - Evidence of competence
  - Evidence of good character
  - Payment of a fee
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# Proof of Identity

- At least 2 original documents are required, one of which must be photographic
  - birth certificate
  - photographic drivers licence
  - Passport
  - Utility bill (new requirement from Disclosure Scotland)

# Evidence of Competence

- Provide information about qualifications you hold which meet the qualification requirement for registration.
- Provide a photocopy of your qualification certificate signed by your employer.
- Registration can be granted subject to the condition that a registrant meets the qualification criteria within the first 3 years of registration.

# Evidence of 'good character'

- Self disclosure
  - Criminal convictions
  - Alternatives to prosecution
  - Current disciplinary findings
- Enhanced Disclosure Scotland check
- Employers verification and endorsement

# Fees

<b>PART OF THE REGISTER</b>	<b>Application Fee/Annual Fee</b>
Social workers	£30.00
Students	£10.00
Care commission officers	£30.00
Managers of residential child care services	£30.00
Residential Child Care Workers with Supervisory Responsibilities	£30.00
Residential Child Care Workers	£30.00
Managers of a Care Home Service for Adults	£30.00
Workers in a Care Home Service for Adults with Supervisory Responsibilities	£20.00
Practitioners in a Care Home Service for Adults	£20.00
Support Workers in a Care Home Service for Adults	£20.00
Managers of a Day Care Service for Adults	£30.00
Managers of a Day Care of Children Service	£30.00
Practitioners in a Day Care of Children Service	£20.00
Support Workers in a Day Care of Children Service	£15.00
Housing Support Workers	Still to be consulted on

 Register not yet open

Applicants are required to submit a Disclosure Scotland fee with each application

# Registration decisions

- Satisfactory applications may be approved by officers
- Where questions arise about suitability, the decision to register is referred to the Registrar, who consults with the Convener of the Council and the Convener of the Registration Committee.
- Referral to a Registration Sub-committee

# Registration Sub-committee

- At least 28 days notice
- Right to make written representation
- Right to attend and be heard in person or through a representative

# Registration Sub-committee decisions

The Registration Sub-committee may:

- Grant the application
- Refuse the application
- Impose conditions on registration for a specified period

The applicant has a right of appeal to the Sheriff

# Registration Documents

- Notice of decision
- Registration Certificate
- Guidance notes for registrants
- Details about Post Registration Training and Learning

# Registration Period

- Registration is usually granted for 3 or 5 years
- To renew registration, registrants are required to:
  - Complete an application form
  - Complete a Disclosure Scotland form
  - Where applicable, provide evidence of meeting a condition of registration
  - When requested, submit Post Registration Training and Learning Record of Achievement

PART OF THE REGISTER	REGISTRATION PERIOD	PRTL REQUIREMENT
Social Workers	3 years	15 days *
Newly Qualified Social Workers – Full time	18 months	24 days within the first 12 months of registration
Newly Qualified Social Workers – Part time	24 months	24 days within the first 18 months of registration
Care Commission Officers	3 years	15 days
Workers in Residential Child Care Services	3 years	15 days
Managers of Care Home Services for Adults	3 years	15 days
Managers of Adult Day Care Services	3 years	15 days
Workers in Day Care of Children Services	5 years	10 days
Supervisors, practitioners and support workers in Care Home Services for Adults	5 years	10 days
Housing support workers	Consultation to take place	Consultation to take place

\*Any worker granted registration or renewal of registration on the part of the Register for social workers after 6 June 2006 is required to focus at least 5 days (30 hours) of this training and learning activity on working effectively with colleagues and other professionals to identify, assess and manage risk to vulnerable groups. This is in order to ensure that they are assisted to meet their primary responsibility of protecting children and adults from harm.

# Post Registration Training and Learning

- Each registrant must undertake PRTL within their period of registration
- Registrant must keep a record that the SSSC may ask to see
- Any qualification obtained to meet the qualification criteria as part of conditional registration would count towards PRTL
- Can take the form of:
  - Attending workshops and seminars
  - Shadowing/work experience
  - Formal training courses

# Contact the SSSC

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