

Registration with the Scottish Social Services Council Policy

We will provide this policy on request at no cost, in large print, in Braille, on tape or in another non-written format.

Introduction

The establishment of the Scottish Social Services Council (SSSC) in 2001 and the Regulation of Care (Scotland) Act 2001 require the organisation to have a fully qualified and registered workforce within an agreed timescale.

The SSSC is responsible for registering people who work in social services in Scotland and regulating their education and training. Their role is to ensure the protection of people who use social services, to raise standards of practice and to increase public confidence in the sector.

The register is a public record of those who have met the criteria for registration. There are also processes for removing from the register those workers who are found to be unsuitable to work in the social service sector.

Registration Benefits

Registration is evidence that workers meet the competence, good character and conduct requirements set for registration and that they are committed to meeting the Codes of Practice for Social Service Workers.

The qualification requirements set for registration mean that for the first time, on a national basis, all staff undertaking a particular role, wherever they work, will be required to demonstrate the same level of competence and adhere to the same Codes of Practice.

Registration will increase awareness of, and public confidence in, the essential role that the social service workforce plays in the community.

Requirements to register with the Scottish Social Services Council (SSSC)

It is an essential requirement of all posts that you must gain registration and undertake any relevant qualification(s) with the Scottish Social Services Council (SSSC). You should submit your SSSC application for registration within 4 weeks of your start date with our Organisation and must obtain registration within 6 months of commencing your employment. Failure to register or obtain your registration within these timescales will result in your employment being terminated.

In order to work in social care and register with the SSSC applicants must satisfy the following criteria:

- Have a recognised qualification as determined by the SSSC or agree to achieve this within three years from the date of registration
- Provide evidence of good character, namely written references and Enhanced Disclosure Scotland screening or Protection of Vulnerable Groups (PVG)

scheme membership number.

- Be committed to complying with the SSSC's Codes of Practice for Social Service Workers and apply these to their work practice and outside work
- Understand and accept that the SSSC will investigate allegations of misconduct against a registrant
- Be willing to undertake Post Registration Training and Learning (PRTL) and to provide evidence of having met this requirement if asked to do so by the SSSC
- Ensure that arrangements are in place for payment of the relevant fee (i.e. Direct Debit)

Staff who do not have a SSSC recognised qualification at the point of application will be awarded conditional registration subject to achieving this within a three-year period.

Registration Process and Timescales to Register

The SSSC have adopted a cascading approach to registration starting with Service Managers Then Supervisors and then Support Staff.

The SSSC will contact Social Care Organisations / Service Managers for names of staff employed at registerable grades and will then contact individuals directly with application packs. Alternatively, on line applications can be made at www.sssc.uk.com

Service Managers are responsible for ensuring their staff undertake qualifications eligible for registration, relevant training and for recording these in Staff Development Portfolios.

Grade	Registration	Latest date to achieve qualification
Registered Care Home		
All staff	Must already be in place	5 years from registration
Registered Housing Support and Care at Home inc Sheltered Housing		
Manager/Supervisor	Must already be in place	5 years from registration
All other Staff	Commenced October 2017	5 years from registration

References and Verification

Wheatley Care will be required to verify and endorse staff identity and will also comment on an individual's suitability for registration. The SSSC will work closely with employers on registration.

Staff applying to register with the SSSC will be required to complete a registration

along with the following information:

- Proof of Identity: 2 original documents, one of which must be photographic
- Evidence of Competence: Evidence of qualifications required for registration
- Evidence of good character: Self Disclosure in application of criminal convictions, alternatives to prosecution or current disciplinary findings and employers' references, verification and endorsement.
- Payment of Fee: Annual Fee payable upon the anniversary of registration. The individual is responsible for maintaining his/her own registration including the payment of fees.

The Registered managers for each registered service are eligible for verifying and endorsing staff and their related documents when applying to register with the SSSC.

N.B. It is the employee's responsibility to ensure that SSSC are made aware of any changes of address and/or post.

Re-registration

The SSSC require staff to re-register every 5 years, having satisfied the following criteria:

- Have achieved a recognised qualification as determined by the SSSC or are working towards this to meet the five year requirements
- Provide evidence of good character, namely written references and Enhanced Disclosure Scotland screening or PVG scheme membership number
- Be committed to complying with the SSSC's Code of Practice for Social Service Workers and apply these to their work practice and outside work
- Understand and accept that the SSSC will investigate allegations of misconduct against the registrant
- Have undertaken post registration Continual Professional Development, Training and Learning and provide evidence of having met this requirement if asked to do so by the SSSC
- Ensure arrangements are in place for payment of the relevant fee (i.e. Direct Debit).

Continual Professional Development (CPD)

The current requirements for CPD vary depending on the type of Registration held and are set down by the SSSC. These requirements are available on the SSSC website www.sssc.uk.com and should be read in conjunction with the Organisational policy on Continual Professional Development.

CPD can take a variety of forms. It can include:

- Reflection which can be evidenced through reflective work logs
- Participation on courses which can be evidenced through statutory, foundation or development training and any other type of training
- Self resourced training which staff would be required to facilitate themselves, e.g. reading of relevant journals or internet research
- Discussions with other professionals that provide insight into work practice.

It is important for individuals to document the Continual Professional Development undertaken, with particular emphasis placed on how the learning has changed work practice, improved the service or led to other people learning.

Failure to register / re-register with the SSSC

The SSSC Codes of Practice 6.8 for Social Service workers' states that staff must: "undertake relevant training to maintain and improve their knowledge and skills and contribute to the learning and development of others".

Staff who choose not to undertake, or fail to complete, SSSC recognised qualifications or the required Continual Professional Development, will not be able to register or maintain registration as a social service worker.

In practice, this means that staff not registered with the SSSC will have to consider their future career and will not be employable within social care unless they are able to satisfy the registration criteria.

The requirement to complete a SSSC recognised qualification within an agreed timescale is included in Contracts of Employment for all new staff.

Staff who fail to register or re-register with the SSSC will be unable to work within social care. Therefore, the Organisation will commence Statutory Dismissal Procedures under the Disciplinary Policy.

Recruitment of staff who do not have an SSSC recognised qualification

Wheatley Care recognises the overall knowledge, skills, qualifications and attitudes of applicants who apply for posts with the Organisation. Staff who do not possess a SSSC recognised qualification at commencement of employment will have to be

employed for a minimum of one year prior to being considered for Wheatley Care funding to secure an appropriate award.

Person Specifications for new posts will explicitly detail the qualification requirements for each post in relation to the SSSC recognised qualification standards.

Staff who fail to achieve the relevant qualifications within the agreed timescale and are not granted an extension by SSSC will be ineligible to register and as such will be unable to work within social care therefore the Organisation will commence the investigation process under the organisations Disciplinary Policy which could lead to a sanction up to and including dismissal. In some cases, suspension from work may be required.

Staff may be redeployed at a lower grade if they hold SSSC recognised qualifications for an alternative registration level, however this cannot be guaranteed.

Recruitment of staff who are not yet registered with the SSSC

Staff who are employed by the Organisation must be eligible and willing to register with the SSSC and this will be outlined within individual person specifications and contracts of employment.

Staff who commence employment will have a maximum of 4 weeks to apply for registration and 6 months to obtain conditional registration with the SSSC. Staff must submit proof of both their application for registration and confirmation of registration to the Registered Manager/Recruitment Team.

Staff who fail to register or obtain registration with the SSSC within the timescales will be unable to work within social care. Therefore, the Organisation will commence an investigation under the organisation's Disciplinary Policy which could lead to a sanction up to and including dismissal.

Applicants to the Register who do not hold the required qualifications may, if they meet all the other eligibility criteria such as evidence of good character, be granted registration subject to the condition that they achieve the required qualification within a specific period of time – normally within the first three-year period of registration.

Extension

Under certain exceptional circumstances SSSC may grant employees an extension to complete their professional qualification. If an extension is granted the employee will be allowed to remain in their current role on the proviso that they achieve registration and/or attain the required qualification within the required timescale. Should they fail to do so then the Disciplinary process will be invoked.

Staff unsuitable to register with the SSSC

If an applicant meets all the criteria for registration they will be added to the register.

If there are concerns about an individual's suitability to be registered the matter will be referred to the SSSC's Registration Sub Committee, where the applicant and their representative will have a right to be present at the sub committee meeting. The applicant has a final right of appeal to the Sheriff Court.

Staff registered with another regulatory body

Staff registered with another relevant regulatory body are not required to register with the SSSC. The SSSC consider the following as relevant bodies:

- Nursing and Midwifery Council
- General Teaching Council
- General Medical Council
- Registered Professionals Allied to Medicine
- Chartered British Psychological Society Members

Staff who possess a qualification eligible for registration with one of the above bodies who have allowed their registration to lapse will require to register with the SSSC.

This policy should be read in conjunction with the policies relating to:

- Continued Professional Development
- SVQ
- Training
- Communication with Regulatory bodies
- The Scottish Social Services Codes of Practice
- Organisational Terms and Conditions of Employment
- Disciplinary Policy and Procedures
- Capability Policy and Procedures.

Review

The Wheatley Care senior management team has responsibility for ensuring that the policy is reviewed by the organisation on a regular basis. This will ensure that it remains current, complies with legislation and national guidance and therefore reflects best practice. This policy will be reviewed every two years.

Distribution

This policy will be available at all Wheatley Care designated locations. Copies will also be available through the intranet.

Data Protection

Data collected in respect of this policy will be used for the purpose of monitoring and managing the internal registration process. Information including reports, statistics, anonymised documentation relating to tenants/people we work for and any other correspondence will be held in confidence in line with the Policy on Data Protection.

Equality

This policy has been produced with the aim of supporting Wheatley Care's strategy in relation to equality and diversity which welcomes individuals from all backgrounds.

When using this policy Wheatley Care expects that all members of staff will treat individuals fairly and with respect.

This policy should be read in conjunction with the organisations policies on Learning and Development, Training, Disciplinary and Grievance and the SSSC Codes of Practice for Social Service Workers.

Line management and the Learning and Development Team will identify any support required in order that individuals can fully participate in the learning process and not feel discriminated against in any way.

If specific learning or support needs are identified, Line managers will, following discussion with the employee, refer him/her to Occupational Health and/or the Learning and Development section in order to further support the individual.

Wheatley Care recognises and values diversity and actively works to promote equality of access for all staff in line with the Commission for Equality and Human Rights.

Wheatley Care will take action should there be a breach of the policy relating to equality and diversity.