



Guidance Notes for Verifying, Endorsing and Countersigning

applications to register on the Social Care Register

These guidance notes are intended to assist the individuals responsible for verifying, endorsing and countersigning applications to the Social Care Register.

Why we ask for Verification

Verification enables the NISCC to be certain of the applicant's identity.

Why we ask for endorsement

Endorsement assures the NISCC that the applicant's social care employer is satisfied that the applicant is suitable for registration.

Why we ask for a countersignature

(Please note countersignatures are only required if the applicant has more than one social care employer or if the applicant is on secondment.)

A countersignature assures the NISCC that the applicant's second social care employer is satisfied that the applicant is suitable for registration.

For more information contact:

Registration Team
Northern Ireland Social Care Council
7th Floor Millennium House
19-25 Great Victoria Street
Belfast
BT2 7AQ

Tel: 028 9041 7633
Textphone: 028 9023 9340
Fax: 028 9041 7601
Email: registration@nisocialcarecouncil.org.uk
Web: www.niscc.info

About the Social Care Register

The aim of the Social Care Register is to make sure that all social workers and social care workers are suitable for work in social care. Each registrant will have illustrated that they:

- Have the necessary qualifications and / or training
- Are physically and mentally fit
- Are of good character
- Agree to comply with the Code of Practice for Social Care Workers

Who can verify, endorse and countersign applications?

In order to complete the registration process, the NISCC requires that social care workers get their applications verified and endorsed.

This process is normally completed by a senior representative of the applicant's social care employer. In cases where an applicant has more than one social care employer or if an applicant is on secondment, the NISCC also requires a countersignature.

The NISCC will agree with employers who should act as the endorser within the organisation. This should normally be a senior representative of the applicant's social care employer (see the table overleaf for guidance). If you have any problems confirming who the endorser should be, you should contact the NISCC for advice. The endorser must not be a family member.

The person who verifies an application (checks the applicant's Birth Certificate and other ID) should normally be the same person who endorses the application. In very large organisations, this may not be practical. In these circumstances, the endorser can nominate someone else to verify identity documents on their behalf. This will normally be someone senior to the applicant, for example, their line manager.

Countersignatures are only required if the applicant has more than one social care employer or if the applicant is on secondment. Countersignatures should normally be provided by a senior representative of the applicant's second social care employer (see the table overleaf for guidance).

The table overleaf acts as a guide to who can verify, endorse and countersign an application, according to the applicant's employment circumstances.

Who can verify, endorse and countersign applications?

Applicant's current employment circumstances	Who can endorse your application
Employed directly in social care work	A senior representative of the applicant's employer e.g. <ul style="list-style-type: none"> • Director of Social Care/Social Work • Assistant Director of Social Care/Social Work • Head of Human Resources • Chief Executive/Owner • Assistant Chief Executive
Employed in social care work by an employment or recruitment agency	A senior representative of the employment or recruitment agency
On secondment from a social care employer	An applicant on secondment is required to have their application endorsed by a senior representative of the social care employer from whom they are seconded and to obtain a countersignature from the employer to whom they are seconded.
Employed outside social care; or self-employed; or not currently in employment; or retired	If you are not currently employed directly in social care, your application should be endorsed by a person deemed by NISCC as equivalent to a senior representative of a social care employer e.g. <ul style="list-style-type: none"> • A senior representative of a social care organisation you have worked for in the last 5 years • A senior representative of a known social care organisation who has known you for the last 2 years • A professional person, or someone of standing in the community, who has known you for the last 2 years e.g. Accountant; Barrister; Councillor, Chair/Director/Manager of a registered Charity or a VAT registered or a limited Company; Justice of the Peace; Member of Parliament; Minister of a recognised religion; Person with honours (e.g. OBE MBE etc.); Police Officer; Social Worker; Solicitor; Teacher; Trade Union Officer.

Why we ask for information about verifiers/endorsers/countersignatures?

If you are verifying, endorsing or countersigning an application, you will be asked for some information, including your name, your position and your contact details. The NISCC asks for this information to ensure that you are the correct person to verify, endorse or countersign an application. The NISCC also needs your contact details in the event that there is a query regarding the applicant or their application.

What if the applicant has more than one social care employer?

If the applicant has more than one social care employer, they must ask a senior representative of their second social care employer to countersign the application. The second employer is the employer the applicant spends the greatest amount of time with, after their main employer. If the applicant spends equal time with two or more social care employers, they must choose one to verify and endorse their application and get a countersignature from the other employer.

How to verify an application?

To verify the application, you should check the original copies of the following two documents and sign and date a photocopy of each of them:

- The applicant's birth certificate

And one of the following forms of the applicant's current photographic identification:

- Passport
- Driving licence
- Armed forces identity card
- Photo identity card (EU countries only)
- Electoral card

Complete and sign section 8a of the application form.

How to endorse an application?

To endorse the application, you should:

- check that the applicant's identity has been verified in section 8a of the application
- complete section 8b of the application form, ensuring that you have:
 - provided any information regarding the applicant's current disciplinary record
 - provided any further information about the applicant that you believe might affect their suitability for registration
 - completed the Criminal Record Check confirmation
 - read, signed and dated the declaration in section 8b of the application form

How to countersign an application?

Please note countersignatures are only required if the applicant has more than one social care employer or if the applicant is on secondment.

To countersign the application you should

- complete section 9 of the application form
- read, sign and date the declaration in section 9 of the application form

What happens next?

The form and the signed photocopies of the birth certificate and other photographic identity should be returned to the applicant. The applicant is responsible for completing the remainder of the application form and returning the relevant information to the NISCC.

Thank you for your time and help.