



Northern Ireland Social Care Council

Guidance Notes on Transfer of Registration – Social Worker

Guidance notes to accompany application form AF3(NI)– for social workers already registered with the Northern Ireland Social Care council who wish to transfer registration to another UK Social Care/Social Services Council

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Introduction

Please read these guidance notes before you start to complete the application form AF3(NI) for Transfer of Registration for Social Workers.

This pack contains all the information you need to transfer your registration to another UK Social Care Council, or Social Services Council.

The four UK Social Care Councils, or Social Services Councils are:

- The Care Council for Wales
- The General Social Care Council
- The Northern Ireland Social Care Council
- The Scottish Social Services Council

Applying for a transfer of registration

You should only apply for a transfer if you are already registered with one of the four Care or Social Services Councils in the UK and are moving to work solely in the area of another UK Social Care Council

If you will be working within more than one country you should apply for Additional Registration with the relevant Council or Councils. In this instance you should complete form AF4(NI).

If you are not already registered with one of the Care or Social Services Councils in the UK, **do not** complete this form. You should contact the Council in the country where you wish to work, or intend to do most of your work and ask for form AF1.

How to Complete the Application Form for Transfer of Registration

Step 1

Please read the application form in full then complete the sections that are relevant to you. You should give details of any changes in your details since you completed your original application form with the Northern Ireland Social Care Council.

Step 2

You must complete Sections 1 and 7 of the application form and sign the personal declaration. (Only complete sections 2 - 6 if your details have changed since you completed your original application to NISCC.)

Step 3

Send the completed form to the Northern Ireland Social Care Council at the address below:

Northern Ireland Social Care Council
Registration Team
Millennium House
7th Floor
Great Victoria Street
BELFAST
BT2 7AQ

Telephone: 028 90 417633

Email: **registration@niscc.n-i.nhs.uk**

Website Address: **www.niscc.info**

Please contact us by phone or e-mail should you require information regarding completing the application form, or any other aspect of the registration process.

Which of the UK Social Care or Social Services Council(s) are you Transferring your Registration to?

Each Social Care or Social Services Council has been established by different legislation so have slightly different requirements when considering applications for registration. The Northern Ireland Social Care Council will update your record with the details you provide on this application form and send it to the Social Care or Social Services Council(s) with which you wish to register.

The relevant Council will then get in touch with you for more information that they may require to complete their registration process.

If you would like more information about the additional information required by each Social Care or Services Council, please contact them directly. Their contact details are:

Care/Service Council	Telephone no	E-mail address
Care Council for Wales	0845 0700 399	registration@ccwales.org.uk
General Social Care Council	0845 0700 360	registration@gsc.org.uk
Northern Ireland Social Care Council	02890 417633	registration@niscc.n-i.nhs.uk
Scottish Social Services Council	0845 60 30 891	registration@sssc.uk.com

Fees

No payment is required with this application form, however in the event that your bank details have changed, you may need to complete a new direct debit form, and/or cancel a previous instruction. Please ask the Council you are transferring to for a Direct Debit Form if appropriate.

If you have transferred your registration, you will pay your annual fee to your new Council on the anniversary of your transfer. Your new Council will write to you about this fee at the appropriate time.

Renewing your Registration

When you transfer your registration, a new 3-year period of registration will commence. You will be invited to renew your registration shortly before the 3 year period is due to end.

Your new Council will send you a renewal pack at least 28 days before your registration period is due to end.

The Public Register

The Register is a public document and each Social Care or Social Services Council has a legal duty to make this document available for public inspection. You can view each Social Care or Service Council's public register on their website.

Your name and registration details will appear on the public register maintained by each of the Councils with which you are registered. The information which is made available to the public may vary slightly between Councils, but will include your:

- Name
- Registration Number
- Town or City or County of employment

You can find out more about each Council's public register by contacting them directly.

