

General Guidance Notes

for social workers trained and qualified outside the UK

Application Form Guidance- only complete this form if you cannot apply by the portal

- Section 1 – Your details;
- Section 2 – Your social work qualification;
- Section 3 – Employment;
- Section 4 – Other regulatory bodies;
- Section 5 – Disciplinary record;
- Section 6 – Criminal Offences;
- Section 7 – Endorsing this application;
- Section 8 – About your health;
- Section 9 – English language skills
- .Section 10-Personal declaration

Registration helpline

You can contact the registration team for help with any section of the application form.

Email: registration@niscc.hscni.net

Website: www.niscc.info

How to complete your application form

The form **MUST** be completed electronically/typed in English.

An application fee of £435 must be paid before the application can be processed (see page 6 for methods of payment).

You must complete ALL sections of the form.

These notes are provided to make sure you are answering all the questions you need to complete in each section.

Documentary evidence

You are asked to provide a number of documents to support your application. Failure to enclose evidence will delay your application.

Supporting Documents:

Identification Documents (MUST be provided):

- 1 A copy of your Passport (mandatory)
- 2 A copy of **one** of:
 - Birth Certificate
 - A copy of the entry of birth in a register
 - Marriage or Civil Partnership Certificate
 - Adoption Certificate
 - European National identify Card
 - Armed Forces Identify Card
 - Certificate of British Nationality
 - Naturalisation Certificate
 - Secondary School Certificate (India)
- 3 If a work permit or visa is required to work in the UK, a copy of this must be provided to your employer.

Other documents you will need to provide for the application process:

- Qualification Certificate
- Course Transcript
- Diploma Supplement
- Job Description/s
- Language certificate or confirmation of exemption see Section 9

Translations

A translation is required for all documents that are not written in English.

You may translate the documents yourself or have a translator do so at your own cost.

Each copy must have written on it:

- “This text is a true and accurate translation of the attached document from **[language of original]** into English”;
- your name or that of your translator
- your signature or that of your translator;
- the date.

We reserve the right to ask you to provide an independent translation at your own cost.

Copies of the original and translated documents must be verified by your endorser. Documents not verified will be returned to you, and this will delay the assessment process.

Section 1:

Your details

Social Care Register Number (SCR or Register)

When you first apply to join the Social Care Council Register as a social worker, you are given a number that is unique to you (SCR number). Once you have been given your SCR number, you should quote it on all correspondence with the Social Care Council.

You should register in the name you use for work purposes as this will be the name which will appear in the Register and your registration documents. You will need to ensure at least one piece of ID provided is in that name.

Please give us details of all the names you have been known by. We will keep a record of those previous or other names but will not publish them on our Public Facing Register.

What should I do if my name has changed and does not match my birth certificate or qualification documents?

We will need to see verified copies of the documents that show the date of and reason for your name change. For married or divorced women, we will need to see marriage or divorce certificates. For civil partners, we will need to see either your civil partnership certificate or your dissolution certificate.

For all other circumstances, we will need to see a verified copy of a legal document, in English, showing the reason for the change of name.

Nationality

We need to know your nationality. If you have more than one nationality, we need to know about each one.

Contact details

You must tell us how we can contact you quickly about your application and registration. We ask for both addresses because, from experience, we know that some applicants have contact points both inside and outside the UK, and move between their home country and the UK. This sometimes makes it difficult for the Social Care Council to contact applicants quickly, leading to delays in assessing the application.

If we need to contact you about your application, **we will normally email you at the address that you have provided**. If we do not get a response to our email, we may try to contact you by post or telephone.

We ask you to tell us the address to which we should send confirmation of your registration.

You must keep us informed of any changes to your contact details during the registration process. Failure to do so may lead to your application being delayed or cancelled owing to lack of contact.

Future communication

All correspondence from the Social Care Council will be in English.

Section 2: Your social work qualification

Parts A and B

There are two parts to Section 2 – Part A and Part B.

Part A asks you general questions about your social work qualification.

Part B asks for more detailed information about your assessed placements.

Documentary evidence is required to support the information you give us in Parts A and B.

Part A

Questions 1 – 9 ask you general questions about your social work qualifications.

Part B

Your social work training must have included a minimum period of 130 days assessed practice in a social work role, supervised by a qualified social worker as a compulsory element.

You must record the number of supervised and assessed practice placements you undertook as part of your training and the total number of days (a day is at least six hours) you completed.

Please outline any relevant post qualification employment in social work. Do not include full employment history as this is completed in Section 3 – this is just a summary.

You are asked to name all the employers where you have had post-qualifying employment in social work. For each employer you list, you must give us full details of your role and responsibilities with that employer in Section 3 of the application form.

Qualification documents

The documents you need to upload with your form are:

A verified copy of your qualification certificate and, as evidence of course content, either:

- a verified copy of your course transcript; or
- a verified copy of your Diploma Supplement.

The qualification certificate must state in the original language:

- the title of your qualification;
- the name of the training establishment where you studied;
- the name of the awarding body (if different from the training establishment where you studied); and
- the date that the qualification was awarded.

If you supply your course transcript, this must list:

- all the courses you studied during your training;
- all your supervised and assessed practice placements including any periods of block placements; and
- all the marks, grades or credits you were awarded.

The **Diploma Supplement** has been available since 2005 for those trained within the European Union, European Economic Area or Switzerland, and provides a description of the nature, level, context, content and status of your studies and provides all of the details listed above.

- Language proficiency certificate or exemption information.

Section 3:

Employment

Current Employment

Please provide the contact details of current employer(s). We reserve the right to contact current employers in order to verify your job role and employment status. There is space to include a second current employer if you have two jobs.

You must tell us of all other current social work positions you have. Employer one will be your main employer where you work the most hours.

You must tell us:

- your current employment status, by ticking the description that best describes your current status; and
- the work setting and main work activity that best describes where you are employed for the majority of your time.

Employment History

You need to give details of:

- your employment for the last 10 years, including official title of role, work inside and outside social work and part-time work;
- voluntary work;
- any periods of study;
- any time you have spent on sabbatical; and
- any period not accounted for above.

Provide a brief description of your duties and other activities for each employer and activity.

You must provide full contact addresses for all past employers, including email addresses if available.

Please include any Job Descriptions for any social work posts you have held with your application. All documents must be translated into English and these submitted together with copies of those in the original language.

Employment agencies

If you have worked for an employment agency, give the name and address of the agency and indicate that it is an agency. You do not need to give us details of all the places where you worked for the agency.

Section 4:

Other regulatory bodies

In this section of the form we need to know if you are registered with any other regulatory or licensing bodies, either in or outside the UK.

Registration with other UK regulatory bodies

We need to know if you are registered with any of the UK regulatory bodies.

If you are registered with any of these regulatory bodies, we will check your current or previous status.

Registration with a regulatory body outside the UK

You must provide details of any regulatory, licensing or competent bodies that you are registered with outside the UK. These are bodies that authorise you to practise as a social worker. We will contact them if we require any additional information about your qualification, legal establishment or professional conduct.

It would be helpful if you could enclose a verified copy of your original letter, certificate or licence with your application.

What is a competent authority?

The Social Care Council is one of four competent authorities in the UK. We authorise the content of education and training and set professional standards for social workers in the UK. We will also consider issues of professional misconduct and decide whether someone can continue to use the professional title of 'social worker'.

Removal by any regulatory body

You must declare if you have ever been removed from a register for any reason.

Section 5:

Disciplinary Record

When making an assessment of an application for registration, the Social Care Council will take into account the applicant's conduct, both within and outside the workplace, and whether this is likely to constitute a risk to people using social care services.

The Health & Personal Social Services Act (NI) 2001 requires the Social Care Council to ensure that everyone who is registered is of good character, conduct and competence. Telling the Social Care Council about a disciplinary matter will not necessarily prevent you from being registered but you must tell the Social Care Council if:

- You have ever been dismissed from a previous post
- You ever resigned from a post during an investigation or disciplinary proceedings
- You are currently the subject of an investigation by an employer or any other organisation
- You have a current disciplinary finding* against you
- You are currently, or have been previously, the subject of fitness to practise proceedings by another body.

* By "current disciplinary finding", we mean that a disciplinary sanction (e.g. a Written Warning) was imposed upon you for a specified period of time and that period of time has not yet expired.

Depending on what you have declared, you may be asked to provide more information. If necessary, we may also have to contact your current or previous employer or anyone else that we consider necessary for further information.

The Social Care Council will take all of the information into account and decide whether to register you. If we have any concerns about whether or not registration should be granted, we can refer your application to a Registration Committee for an independent opinion. A Registration Committee can make a decision to:

- register you without restriction
- register you with conditions that must be complied by a certain date
- refuse to register you.

The Social Care Council can refuse to register you if you give false or misleading information or have withheld relevant details on your application. The Northern Ireland Social Care Council will also take action against any registered worker who is later found to have supplied false information in the application process.

Section 6:

Criminal Offences

When making an assessment of an application for registration, the Social Care Council will take into account the applicant's conduct, both within and outside the workplace, and whether this is likely to constitute a risk to people using social care services.

You may also wish to enclose copies of any official documents relating to the offence and any penalty imposed.

The Health & Personal Social Services Act (NI) 2001 requires the Social Care Council to ensure that everyone who is registered is of good character. Telling the Social Care Council about a criminal record will not necessarily prevent you from being registered but you must disclose to the Social Care Council all details of:

- any previous conviction, regardless of the sentence you were given
- any formal caution or binding-over you have ever received
- any pending criminal proceedings against you in which you have been formally charged and the case is not yet concluded
- any fixed penalty notice that you have received except if it was issued for a minor motoring offence

Spent or Protected Disclosures

The Rehabilitation of Offenders (Northern Ireland) Order 1978 (as amended in 2014) makes provision for some convictions to be 'protected'. This means that you are not required to disclose them. However some types of offences known as "specified offences" must always be disclosed including those which are serious, relate to sexual or violent offending or are relevant in the context of safeguarding.

It is your responsibility to ensure you read the Access NI guidance on protected disclosures and make the appropriate declarations on your form if required. <https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks>

The Social Care Council will consider your disclosure and any supporting information provided when deciding whether you should be registered. We will take account of:

- The seriousness of the offence
- The circumstances of the offence
- The length of time since the offence was committed, your explanation for the offence
- Whether you have a pattern of offending behaviour
- Whether your situation has changed since the offence/offending behaviour

If we have any concerns about whether or not registration should be granted, we can refer your application to a Registration Committee for an independent opinion. A Registration Committee can make a decision to:

- register you without restriction
- register you with conditions that must be complied with by a certain date
- refuse to register you.

Protection of children or vulnerable adults who use social care services

Questions 5-7 – the Social Care Council needs to know whether your child or any dependent has been removed from your care by court order in or outside the UK as a result of child protection proceedings.

The Social Care Council can refuse to register you if you give false or misleading information or have withheld relevant details on your application. The Social Care Council will also take action against any registered worker who is later found to have supplied false information in the application process.

Criminal Offences Explained

Formal Caution

A formal caution is an official warning given by a police officer to someone who has committed a criminal offence. It is recorded and will be taken into account by the police or by the court when considering how to deal with any further offences.

Conviction

A conviction is a record of having been found guilty of committing a criminal offence. Accordingly:

- a) If someone is recorded by a court as being guilty of committing a criminal offence he is said to have been 'convicted' by the court of committing the offence, and
- b) If someone is said to have a 'conviction' of an offence, he has a record of having been found guilty by the court of that offence.

As this refers to those matters heard by a court which result in a conviction made subsequently, on-the-spot fines or penalty points need not be disclosed.

Spent Conviction

This is where, after a certain amount of time, a conviction for an offence need not be disclosed to employers and cannot be taken into account by, for instance, the courts. The amount of time which must pass before a conviction is treated in this way varies and depends on a number of factors, such as, the nature and the seriousness of the offence or the sentence imposed. In any event, once sufficient time has passed the conviction is referred to as 'spent'. However, under the Rehabilitation of Offenders (Exceptions) Order (Northern Ireland) 1979, 'spent' convictions must be disclosed to an employer where the post involves working with children or other vulnerable groups.

Bound Over

If a person is found guilty of an offence in the Magistrate's Court, the Magistrate has a number of options. One of these options is to order the guilty party not to commit any more offences within a certain period on the basis that if further offences are committed during that period those further offences will be dealt with more harshly. This is called 'binding over' an offender.

In considering the application, the Social Care Council will take account of:

- Whether your offence is relevant to Social
- Work
- The seriousness of your offence
- The length of time since your offence
- Whether you have a pattern of offending behaviour
- Whether your situation has changed since the offence or offending behaviour
- The circumstances surrounding your offence
- Your explanation for the offence

The Social Care Council can take one of three decisions:

- Register you without conditions
- Register you with conditions
- Refuse to register you

Non-UK Police Report

If you have spent 12 months (or more) abroad within the five years prior to this application, you are also required to submit a records check from the country in which you were living.

Penalty Notices for Motoring Offences

Fixed penalty notices were introduced for certain motoring offences as a way of reducing the number of cases dealt with by the courts. By accepting the Fixed Penalty and complying with whatever other conditions apply, the person will not be taken to Court. A fixed penalty for a motoring offence does not need to be disclosed to the Social Care Council.

Penalty Notices for Disorder

A penalty notice for disorder (PND) is a type of fixed penalty notice that can be issued to someone 18 years or over for a specified range of offences:

- indecent behaviour
- theft
- criminal damage
- being drunk in a public place
- disorderly behaviour
- behaviour likely to cause a breach of the peace
- resisting, obstructing or impeding a police officer

All of the above must be disclosed to the Social Care Council.

Section 7: Endorsing this application

We ask you to get independent endorsement of your application so that we can:

- be sure of your identity and the authenticity of your identification documents;
- be sure of the authenticity of your qualification document;
- be sure that the information you have provided about your character and conduct is correct; and
- receive assurance from your social work employer or an equivalent source that there is no reason why you should not be considered suitable for registration on the Social Work part of the Register.

Section 7 is completed by the person who endorses your application for registration. You will need to print off your completed application and give it to your Endorser to complete.

Endorser's duties

Your endorser must:

- Check all of the documentary evidence that we have asked you to provide in the original language and any translations into English you have made. The endorser will sign and date a copy of each document you provide. We call this 'verifying' your documents.
- Check the answers you have given throughout the application and confirm that to the best of their knowledge they are a true record.
- Answer the questions in Section 7 and sign and date the declaration.

Translations

My endorser does not read or understand the original language of my document(s)

If your endorser is unable to check your translation of your original documents into English, they should note this fact on the photocopy of the translation. They are still required to verify that the photocopy is a true copy of the original document. In such cases we may ask you to obtain a translation at your own cost.

What if my endorser does not speak English?

Unless otherwise stated in the form, all questions must be answered in English.

Your endorser can use the services of an independent translator at your cost.

The independent translator can translate the guidance notes, the content of the form and supporting documents that you have provided in English. They can also record your endorser's answers to the questions on the form in English.

In Section 7 of the application form we ask the translator to confirm that it is the true record of your endorser's comments. We ask them to tell us their name and contact details in case we need to contact them about the service they provided.

Can I use the same translator to translate my own documents?

You can use the same translator to translate your documents at your cost if you do not want to do it yourself. If the translator translates your documents for you, they must write on each copy:

- their name;
- their signature; and
- the date.

Can the Social Care Council recommend a translator?

We are unable to recommend a translator. For endorsement it does not have to be an official translator.

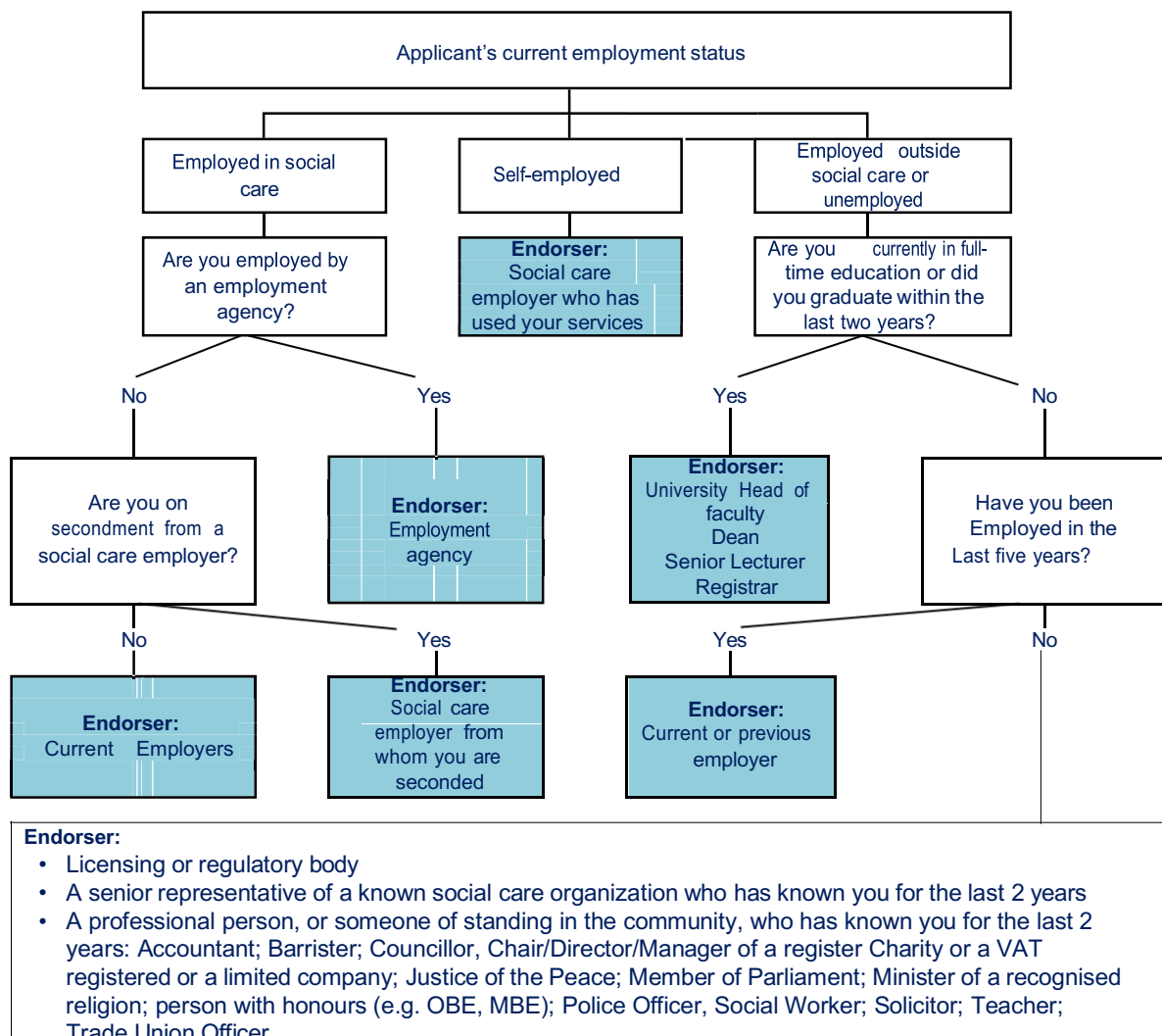
Who cannot endorse my application?

Your endorser must not be:

- related to you by birth, marriage or civil partnership;
- conducting a personal relationship or living with you in any capacity; or
- a co-director of a company with you.

Who can endorse my application?

Your choice of endorser normally depends on your current employment status. Find your status on the flowchart and it will tell you who can endorse your application.



Senior representative

A senior representative is someone who has knowledge and evidence of your character and professional conduct and is able to verify your responses to the questions in Section 6 (Criminal Offences) of the application form. They can be:

- your line manager;
- someone more senior to you in the organisation;
- a representative within your Human Resources department;
- a senior manager who has commissioned your services; a
- responsible person in your employment agency;
- a responsible person in your social care voluntary group; or
- a representative of a competent authority or regulatory body.

If you have more than one employer

If you have more than one employer, you should ask the employer with whom you spend the majority of your working time. If you work the same number of hours with each employer, you should ask the employer with whom you have worked the longest.

Regulatory, licensing or competent body

If you are unemployed, you can ask one of these bodies to endorse your application if they supervise your professional conduct.

What should I do if the law in my country only allows a state department to confirm my identity?

You will need to comply with the law of your country. Please ask the representative of the state department to make a note of this requirement in Section 7 on the form, in the space provided under the heading 'Are you the right person to endorse the application?'

What state department can endorse my application?

This will depend on the law within your own country. It must be able to give us some assurance about your professional conduct inside and outside work and be able to verify your identity and qualification documentation.

Verifying documents

You must photocopy all the documents that need to be verified and pass them with the originals to your endorser. Your endorser must:

- check the copies against the originals;
- check any translations you have made against the documents in the original language;
- declare on the photocopy “This text is a true and accurate translation of the attached document from **[language of original]** into English”; and
- write their signature and the date on the photocopy of each document.

It is your responsibility to ensure that the endorser has checked and verified all of the documents in the way described. Documents that have not been verified as shown will be returned to you to be verified. This will delay the registration process.

Contacting your endorser

We will contact your endorser to check the information that has been provided.

We may also contact the organisation your endorser represents to check:

- that the endorser is employed by the organisation;
- their position in the organisation is as stated in Section 7 of the form; and
- that they do have knowledge of your character and professional conduct.

Section 8:

About your health

You must answer the questions about your health. Failure to do so will result in the form being returned to you for completion. If you answer no to all questions, please proceed to Section 9: Personal Declaration.

Why does the Social Care Council need to know about my health?

The legislation states that the Social Care Council is required to make sure that everyone who is registered is physically and mentally fit to work as a social worker.

The Social Care Council is committed to ensuring equality of opportunity for disabled persons, subject to the overriding need to ensure the health and safety of people who use social care services and their families.

You need to tell us if you have:

- a health condition that in the normal course of your social work duties might, in your judgement, present a direct risk to other people, or affect your judgement or performance in a way that poses risk to others;
- a serious mental health condition or have been the subject of an order under the Mental Health (NI) Order (or its equivalent in the country in which you reside or have resided); or
- a history of substance dependence.

To enable us to make an assessment, we need to know:

What your physical or mental health concern, learning disability or long-term health condition is; what related medical treatment, including medication, you have received or are currently receiving and for how long the treatment is expected to continue; how you manage your physical or mental health concern, learning disability or long-term health condition alongside your day-to-day activities;

If you have declared a history of substance dependency, you need to tell us:

- what substances were involved;
- the circumstances surrounding the substance dependency and when it took place; what medical treatment, including medication, and support you received or are receiving; and
- how you manage the condition alongside your day-to-day activities.

You may wish to provide documentation that supports the information being disclosed.

We will write to you if we require any more information. The Social Care Council may be able to make its suitability assessment based on the information without the need either to contact you or to seek a health report from your own doctor or consultant.

Health report

If you are required to complete a health questionnaire in response to any of the health questions, we ask you to give us your consent to request a full health report from your own doctor or other health professional who knows about your health condition.

Occasionally, we may need to get additional advice from another health specialist. If we need to do this, we will write to you with more details. This may entail an additional financial cost.

If a medical report is requested, you will receive a copy. You will then have 28 days, beginning on the day after we provide the further information to you, to comment on the content.

Assessment and registration decision

When we have enough information, we will consider your application. We will take account of:

- the nature of your physical or mental impairment, learning disability or long-term health condition;
- any advice received from health specialists;
- any information you have provided; and
- how effectively you and any current or potential employer can manage the impairment, disability or condition.

We also have the option of appointing a medical adviser.

If we consider that you should not be registered or that conditions should be attached to your registration, we will refer your application to an independent Registration Committee. The Committee is not bound by the recommendations of the Social Care Council and will make its own decision.

It can make one of three decisions:

- register you without conditions;
- register you with conditions; or
- refuse to register you.

Registration with a condition relating to your health

If we register you with a condition relating to your health, you must only do work that you are able to carry out safely. This may require discussion with an employer to agree changes to the way you carry out your duties that take account of any health condition.

Section 9:

English Language Skills

The ability to communicate safely and efficiently in English is essential to working effectively in social work. The Social Care Council need to be confident that you can speak and write in English.

You will need to successfully complete a language competence test unless you are applying from and completed your social work qualification in one the list of countries on the Citizenship List. [Find the list here.](#)

Or

You have completed a United Kingdom social work qualification that is recognized by us.

Or

You can provide evidence that your social work qualification was taught in English, was awarded in the past five years and that you completed the qualification in a country where English is a first and native language. [Find the list here.](#) The Social Care Council will contact the course provider to confirm that the qualification was entirely taught and examined in English.

Or

You have been registered and practising as a social worker in a country where English is a first and native language. This can be used as evidence of your English language skills if you were registered and practising in English for at least one year in the last five years and an English language assessment was required for registration.

Confirmation, in English, is required from the employer/s covering this period. This must confirm the dates, employment, name of employer including contact details and whether you practised social work in English. The SCC will verify this with the employer/s.

Language Tests/Linguistic Competence Standard:

If you cannot meet any of the points above you must successfully complete a language test and provide evidence of same –either the-

International Language Testing System (IELTS) Academic. Overall score 7.0 with no element below 6.5.

Or

Cambridge Certificate in Advanced English (CAE) Minimum Grade C on the Cambridge CEFR C1 test

All language certificates must have been achieved within five years of the date you submitted your application to the Social Care Council.

Language Test	Required Information to verify your results online
IELTS International English Language Testing System	Please provide your Test Report Form (TRF) Number/OET Candidate Number when submitting your application for registration. Your TRF Number is the 15-18 characters (alpha/numeric combination) which you will find on the bottom right hand corner of your Test Report Form.
CAE Cambridge English Advanced	Please provide your Candidate ID. This is a combination of letters and numbers (e.g. SIR094701) and the Secret number is a 4 digit PIN number (e.g. 8482). Both numbers can be found on the Confirmation of Entry which you should have received when you registered for your exam. If you no longer have your Confirmation of Entry, please contact your exam centre as they will be able to reissue the details for you.

Section 10

Personal declaration

Data protection

The Social Care Council is registered with the Information Commissioner, and information supplied by you in connection with this application will be processed in accordance with the provisions of the Data Protection Act 1998.

Reasons for obtaining and processing information

We may use the information which you give us to:

- keep in contact with you;
- process your application;
- maintain accurate information including information contained in the Social Care Register;
- assist in any subsequent investigation of your conduct;
- protect the public;
- monitor trends in the social care workforce; and
- provide reports on the Social Care Register.

Making information public

The Social Care Council will make public the Register and other information in accordance with the provisions of the Health and Personal Social Services Act (NI) 2001, Rules made by the Council under that Act from time to time and any other legislation requiring publication.

Sharing information which is not publicly available

The Social Care Council will share information where required to do so by legislation or by the courts. If we are satisfied that this is in accordance with the terms of the Data Protection Act 1998 and that the other organisation is under a duty to comply with the requirements of the Data Protection Act 1998 (or with comparable legislation, if the organisation is situated outside the UK), the Social Care Council may also share information, including:

- your previous names, in any
- your date of birth
- your qualifications
- your work or course address (except where disclosure would reasonably be expected to expose you to danger) and any work history
- any action taken in relation to previous conduct which you have declared in this form
- educational establishments
- employers or employment agencies
- Social Care Wales
- Social Work England
- Scottish Social Services Council
- other regulatory bodies
- the police
- the courts
- government departments or agencies acting on their behalf; and
- similar organisations within or outside the UK.

Consent

By signing and sending us this form, you consent to the processing of your personal information in the ways described above.

Check List

You should read and tick as appropriate the Check List in the Guidance Notes to ensure that your application form has been fully completed and that all required verified supporting documentation is included in your application.

Equal Opportunities Monitoring Form

You do not have to fill in this form to apply for registration.

We will use the information to help us ensure that all applicants and registrants are treated fairly and equitably.

We will not use the information to help us decide whether you are suitable for work in social work.

Information provided in this form will be treated confidentially.

Section 75 of the Northern Ireland Act 1997 requires us to promote equality of opportunity on the basis on all nine categories. To assist in this monitoring process, it is necessary to ask you a number of questions.

Please note that any information provided by you on the monitoring form will only be used for the purposes of monitoring trends and providing reports on the Social Care Register. Reports will not identify any individual applicant.

All information provided will be treated in confidence and the information provided will not be linked to your individual application record and is not used in the decision making process regarding your application for registration.