

Northern Ireland

**Social**

**Care**

**Council**

## **Northern Ireland Social Care Council**

**NISCC  
(Registration) Rules 2022**

February 2022

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# Northern Ireland Social Care Council (Registration) Rules 2022

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## **ANNEX 1**

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The Northern Ireland Social Care Council, with the consent of the Department of Health<sup>1</sup>, makes the following Rules in exercise of the powers conferred by Sections 4, 5 (2) and (3), 6 (1) to (3), 7, 12 (1) to (2C) and 18 (1) and (2) of the Health and Personal

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<sup>1</sup> Formerly the Department of Health, Social Services and Public Safety. Now renamed the Department of Health by s.1(5) of the Departments Act (Northern Ireland) 2016, (2016 c.5 (N.I.)).

Social Services Act (Northern Ireland) 2001<sup>2</sup> and Regulation 8 and 9 of the Northern Ireland Social Care Council (Appointments and Procedure) Regulations (Northern Ireland) 2001<sup>3</sup>.

The Council has consulted those persons required by Section 12 (3) of the Act.

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<sup>2</sup> 2001 c.3 (N.I.) as amended by the Health and Personal Social Services (Amendment) Act (Northern Ireland) 2016, (2016 c. 23 (N.I.))

<sup>3</sup> S.R. 2001 No. 313 as amended by S.R. 2002 No.349 and S.R. 2018 No. 123.

## Part I

### Introduction

#### Citation, commencement and revocation

1. (1) These Rules may be cited as the Northern Ireland Social Care Council (Registration) Rules 2022 and shall come into operation on 04 February 2022.
- (2) The Northern Ireland Social Care Council (Registration) Rules July 2017 are revoked.

#### Interpretation

2. (1) In these Rules -

“**Access NI**” is a branch of the Department of Justice, and provides a criminal history disclosure service in Northern Ireland;

“**the Act**” means the Health and Personal Social Services Act (Northern Ireland) 2001 (as amended);

“**applicant**” means a person applying for registration to the register as a social worker or a social care worker, or a person applying for renewal of such registration;

“**approved course**” means a course for persons wishing to become social workers, approved by the Council and specified in SCHEDULE 1;

“**annual fee date**” is the date on which a registrant must pay their fee each year to maintain registration on the Social Care Register;

“**bank authority**” means any form of authority which a person may give to a bank including a letter of authority, banker’s order, standing order or variable direct debit to pay to the Council any fees on the date on which such fees are due;

**“Care Council”** means Social Care Wales, Social Work England or the Scottish Social Services Council;

**“Care Tribunal”** means the statutory body established under the Health and Personal Social Services (Quality, Improvement and Regulation) (Northern Ireland) Order 2003<sup>4</sup>;

**“compensatory measure”** means a period of supervised practice, academic training, or a test of competence intended to make up for the shortfalls that have been identified in the applicant’s social work qualification;

**“Council”** means the Northern Ireland Social Care Council;

**“degree course”** means a course of education and training in social work at honours level, approved by the Council in accordance with the Northern Ireland Social Care Council Rules for the Approval of the Degree in Social Work (January 2012)<sup>5</sup>;

**“employer”** means an employer of a registrant or applicant for registration;

**“employment”** means employed in a social work or social care role;

**“entry”** means the particulars entered onto the Register as specified in Rule 29;

**“exceptional circumstances”** may include circumstances where the registrant is unable to complete the stated requirement in the relevant rule due to circumstances beyond the registrant’s control;

**“Fitness to Practise Committee”** means the Committee of that name constituted in accordance with the Council’s Fitness to Practise Rules;<sup>6</sup>

**“Impaired fitness to practise”** and **“impairment”** refer to circumstances as set out in Rule 4 of the Council’s Fitness to Practise Rules, which call into

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<sup>4</sup> 2003 No.431 (N.I.9)

<sup>5</sup> <https://learningzone.niscc.info/storage/adapt/6126682248845/course/en/assets/5f3419b568d1e567d73b3d2f.pdf>

<sup>6</sup> NISCC Fitness to Practise Rules can be found on the website – [www.niscc.info](http://www.niscc.info)

question the suitability of a Registrant to remain on the Register without restriction or to be registered at all;

**“Interim Conditions of Practice Order”** means an Order made, in accordance with the Council’s Fitness to Practise Rules, by the Council’s Preliminary Proceedings Committee, imposing conditions on a Registrant’s registration with which the Registrant must comply;

**“Interim Order”** means an Interim Conditions of Practice Order or an Interim Suspension Order;

**“Interim Suspension Order”** means an Order made, in accordance with the Council’s Fitness to Practise Rules, by the Council’s Preliminary Proceedings Committee for suspension of the registrant’s registration with which the Registrant must comply;

**“lapsed”** in relation to a registrant means a person who is not permitted to practise due to one of the reasons set out in Rule 11 (3), but remains on the Register for the purpose of investigation into alleged impaired fitness to practise;

**“lay person”** means a person who is not, and has not within 5 years of an appointment to the Registration Committee, been –

- (a) a social worker or social care worker; or
- (b) involved in the training, education, appointment, employment, supply, supervision, monitoring or representation of social workers or social care workers.

**“Legal Adviser”** means a barrister or a solicitor qualified to practise in Northern Ireland, with significant and suitable experience, appointed by the Council, who carries out the functions set out in Rule 18;

**“management position”** means a manager of a residential care home, a children’s home, a day care setting, a domiciliary care agency, or a residential family centre;



**“Medical Adviser”** means a fully registered person within the meaning given in section 55 of the Medical Act 1983<sup>7</sup> appointed by the Council who carries out the functions set out in Rule 19;

**“Officer of the Council”** means a person employed by the Council;

**“Online Portal”** is the electronic means by which an application for registration may be submitted;

**“Parties”** means the Council and the applicant (or their representatives) at the Registration Committee proceedings;

**“period of assessed employment”** means a period of employment for one year required by the Council;

**“Preliminary Proceedings Committee”** means the Committee of that name constituted in accordance with the Council’s Fitness to Practise Rules;

**“Register”** means the Register maintained by the Council under Section 3 of the Act;

**“registrant”** means a person registered in the Register;

**“Registration Committee”** means the Committee of that name appointed under Regulation 8 (1) of the Northern Ireland Social Care Council (Appointments and Procedure) Regulations (NI) 2001<sup>8</sup> ;

**“Relevant Regulatory body”** means a body in the United Kingdom or elsewhere that has responsibility for the regulation, audit, inspection, licensing or review of social care, health or education provision, or the regulation or licensing of a social care, health or teaching profession and is listed in the Council’s Approved Regulatory Bodies Policy<sup>9</sup>;

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<sup>7</sup> 1983 c. 54

<sup>8</sup> S.R. 2001 No. 313 (for constitution, membership and quorum, see Section B, Paragraph 5 of the Standing Orders of the Northern Ireland Social Care Council and its Committees at [www.niscc.info](http://www.niscc.info))

<sup>9</sup> The Council’s Approved Regulatory Bodies Policy can be found on the website – [www.niscc.info](http://www.niscc.info)

**“Removal by Agreement”** means removal from the Register in accordance with Rule 14 of the Council’s Fitness to Practise Rules;

**“Removal Order”** means an Order made, in accordance with the Council’s Fitness to Practise Rules, by the Fitness to Practise Committee for the removal of the Registrant’s registration;

**“Standards of Conduct and Practice”** are the standards of conduct and practice expected of social workers and social care workers published by the Council under Section 9 (1) of the Act<sup>10</sup>;

**“student”** means an applicant or registrant who has been admitted by, or has accepted an offer from, a university to participate in a degree course, or who is participating in such a course;

**“Suspension Order”** means an Order made, in accordance with the Council’s Fitness to Practise Rules, by the Council’s Fitness to Practise Committee, for the suspension of the registrant’s registration;

**“Warning”** means an Order made, in accordance with the Council’s Fitness to Practise Rules, by the Council or the Council’s Fitness to Practise Committee, resulting in an entry in the Register for a period of up to five years and which may be taken into account in any future Council proceedings.

- (2) In these Rules, any reference to the date on which the annual fee is due is a reference to -
- (a) the anniversary of the date on which the entry was first made in the Register and on that date in every subsequent year, and if the entry was first made on 29 February it shall be treated as having been made on 1 March;
  - (b) where an entry in the Register has been removed and is subsequently restored, the anniversary of the date on which restoration was made

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<sup>10</sup> The Standards of Conduct and Practice can be found on the website – [www.niscc.info](http://www.niscc.info)

and on that date in every subsequent year, and if restoration was made on 29 February it shall be treated as having been made on 1 March;

other than in exceptional circumstances as deemed by the Council.

### **Service of documents**

- 3.** (1) In these Rules unless the context otherwise specifies, any reference to the sending of a Notice or other document to any person is a reference to it being sent:
- (a) in the case of the Council, its committees or the Committee Clerk, to the offices of the Council;
  - (b) in the case of an Applicant or Registrant, to the Applicant or Registrant's home or electronic address, as appropriate, as it appears on the Register or, if the last known address differs from the address in the Register, the Applicant or Registrant's last known address; and
  - (c) in all other cases, to the last known address of that person.
- (2) Any reference to the sending of a Notice to an Applicant or Registrant is a reference to it being sent by:
- (a) registered post or by a postal service in which delivery is recorded, or
  - (b) by electronic mail to the electronic e-mail address notified by the Applicant or Registrant as the address for communications in accordance with Rule 4 (2) (g).

Any such communication shall be treated as having been served on the day after it was posted or electronically mailed, as the case may be.

## Part II

### Registration Procedure

#### Application for Registration

4. (1) An application for registration shall specify each part of the Register in which registration is sought and shall be submitted to the Council through the Council's Online Portal, other than in exceptional circumstances.
- (2) Any application under Paragraph (1) shall include the following information:
- (a) the applicant's personal details, including full name (and previous name if any), title, date of birth, nationality, gender identity, personal contact telephone number, National Insurance number, home address and registration number, if registered with a Care Council;
  - (b) details of any criminal convictions or formal cautions issued by the Police in any part of the United Kingdom or any other country which are not subject to protected disclosure in accordance with the Rehabilitation of Offenders (Exceptions) Order (Northern Ireland) 1979<sup>11</sup>, any binding over or fixed penalties (other than minor motoring offences), and any charges pending);
  - (c) the applicant's professional details, including the name of Awarding Body and the qualification gained (if a social worker);
  - (d) in the case of a social worker, the name and address of the applicant's current employer (if any);
  - (e) in the case of a social care worker, the name and address of the applicant's current employer;
  - (f) in the case of a student, the name of the university which is providing, or is to provide, the degree course;

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<sup>11</sup> S.R. 1979 No. 195 as amended by S.R. 1987 No. 393, S.R. 2001 No. 248, S.R. 2001 No. 400, S.R.2003 No. 355, S.R. 2006 No. 425, S.R. 2009 No. 173, S.R. 2009 No. 303, S.R 2012 No. 318 and S.R.2014 No. 27

- (g) an electronic e-mail address, which will be the address to which the applicant consents that communications from the Council and its Committees may be sent;
  - (h) evidence of identity which can be verified by the Council; and
  - (i) such other information as the Council may reasonably require.
- (3) The application form shall -
- (a) contain a warning to the applicant –
    - (i) about the consequence (including removal from the Register) of providing false or misleading information; and
    - (ii) that failure to inform the Council of any material changes in the information provided as soon as reasonably practicable (including, where the applicant is a student, a change of degree course or non-participation in the degree course) may be considered misconduct by the Council; and
    - (iii) that upon registration with the Council, all applicants (including students) must comply with the Standards of Conduct and Practice and may be subject to proceedings under the Council’s Fitness to Practise Rules for any breach of the Standards.
  - (b) be verified and endorsed –
    - (i) where the applicant is a social worker or social care worker in employment, by an employer;
    - (ii) where the applicant is a social worker who is self-employed or not in employment, by such person as the Council may determine;
  - (c) be electronically submitted through the Council’s Online Portal.
- (4) The applicant shall provide in connection with the application, on the form approved for that purpose by the Council:
- (a) evidence as to the applicant’s –
    - (i) good character, as it relates to the applicant’s fitness to practise the work expected of persons registered in that part of the Register in

which registration is sought (including endorsements from an employer; or, where the applicant is a self-employed social worker or a social worker not in employment, an employer or other person acceptable to the Council as being fit to provide such an endorsement);

(ii) good conduct;

(iii) physical and mental fitness to practise the work expected of persons registered in that part of the Register in which registration is sought; and

(iv) competence.

(b) in the case of an application for registration as a social worker, evidence as to –

(i) the applicant's qualifications, in accordance with the provisions of Rule 5 (1) (c) or (2);

(ii) name of the body that awarded such qualifications;

(iii) date of award of such qualifications;

(iv) name of university for the purpose of obtaining the qualifications;

(v) dates attended at such university;

(vi) name in which the qualifications are held.

(c) a statement that the applicant has read and understood the Standards of Conduct and Practice and an undertaking to abide by the Standards, in both cases on a form approved for the purpose by the Council;

(d) if requested by the Council, the applicant shall provide a copy of an enhanced disclosure certificate from Access NI;

(e) in the case of an application for registration as a social care worker, a signed endorsement from an employer accepted by the Council, including a commitment to provide induction appropriate to the post.

- (5) Where the applicant is a student, his identity shall be verified by a member of staff, accepted by the Council, from the university at which the applicant is participating or will participate in the degree course.
- (6) The Council may, for the purposes of determining the application, seek information additional to that provided by the applicant from both the applicant and any other person or source, and the applicant shall have the opportunity to comment on any additional information received.
- (7) Where an applicant has more than one social care employer, the Council may require that applicant to provide a second endorsement.
- (8) Where the Council has sought additional information from the applicant for the purpose of determining whether a submitted application for registration should be granted and the Council has not received the information within 28 days of it being sought, the Council may end the application.
- (9) Where an applicant commences an application through the Council's Online Portal, and that application is not completed and submitted within 30 days, the application will no longer be available for submission.

### **Granting of Registration**

5. (1) The Council shall not grant an application for registration, or renewal of registration, either unconditionally or subject to conditions, unless –
  - (a) subject to Rule 28, it has received payment of the application fee specified by the Council in SCHEDULE 2; and
  - (b) it is satisfied as to the applicant's good character, conduct, competence and health (including physical and mental fitness to perform the work of persons registered in the part of the Register in which registration is sought);
  - (c) (where the applicant is a social worker or student) it is satisfied that the applicant –
    - (i) has successfully completed an approved course as set out in SCHEDULE 1; or

- (ii) has successfully completed a course for persons wishing to become social workers approved by:
    - (aa) the Council under Section 10 of the Act; or
    - (bb) a Care Council under Section 54 (1) of the Regulation of Care (Scotland) Act 2001; Section 114 of the Regulation and Inspection of Social Care (Wales) Act 2016; or Article 15 (5) of the Health and Social Work Professions Order 2001, Section 43 of the Children and Social Work Act 2017 and is accepted by the Council; or
  - (iii) has commenced a course for persons wishing to become social workers approved by the Council under Section 10 of the Act.
- (d) it is satisfied that where the applicant has undergone training in the social work profession outside the United Kingdom, the applicant either –
- (i) holds a qualification which meets the requirements of a course approved by the Council under Section 10 of the Act; or
  - (ii) does not hold such a qualification, but the person has undergone such additional training or experience, in the United Kingdom or elsewhere, or following any compensatory measure as the Council may require them to take, and the applicant meets the requisite standard for admission to the register.
- (2) An applicant who has undergone training in the social work profession outside the United Kingdom must demonstrate that they have the necessary knowledge of English to practise social work. To determine that an applicant has the necessary knowledge of English, the Council must be satisfied that the applicant:
- (a) has within the last five years passed a test of their knowledge of English that has been approved by the Council; or
  - (b) has within the last five years obtained an overall score of 7 or more in the International English Language Testing System (Academic) test; or



- (c) has been registered and practising for at least one year within the most recent five years in a country where the Council recognises that English is the first and native language and an English language assessment was required for registration; or
  - (d) has obtained a recognised qualification as specified in Rule 5 (1) (c) (i) and (ii) and Rule 5 (d) (i) and (ii) within the most recent five years that was awarded in a country where the Council recognises that English is the first and native language and can provide evidence that the qualification was entirely taught and examined in English.
- (3) Where the Council is not satisfied that an applicant has the necessary knowledge of English, it may:
  - (a) request the applicant to provide further evidence, information or documents; or
  - (b) require the applicant to undergo an examination or other assessment, and provide information in respect of that examination or assessment.
- (4) Where the Council has sought additional information from the applicant for the purpose of determining whether an application for registration should be granted and the Council has not received the information within 30 days of it being sought, the Council may end the application.
- (5) Except where the Council is minded to make a reference to the Registration Committee under Rules 9 (7) or 17, the Council shall send a communication of its decision to the applicant or registrant.
- (6) Where the Council is minded to grant an application for registration or renewal of registration subject to conditions without reference to the Registration Committee, the Council shall send to the Applicant or Registrant a Notice of Intention, stating:
  - (a) the proposed conditions on the Applicant's or Registrant's registration and the reasons for such proposal;
  - (b) the proposed duration of the conditions;

- (c) that any response to the Notice must be received by the Council within 28 days of service of the Notice.
- (7) If the Applicant or Registrant does not respond to the Notice of Intention, the application shall normally be referred to the Registration Committee under Rule 17.
- (8) If the Applicant or Registrant responds to the Notice of Intention but does not agree to the issuing of the conditions proposed, save in exceptional circumstances the application shall be referred to the Registration Committee under Rule 17.
- (9) Where the Applicant or Registrant agrees to the proposed conditions, the Council shall grant the application for registration or renewal of registration subject to conditions in the terms set out in the Notice.
- (10) Where the Applicant or Registrant seeks to propose alternative conditions, the Council may grant an application for registration or renewal of registration in such terms as may be agreed between the Applicant or Registrant and the Council, or may refer the application to the Registration Committee under Rule 17.
- (11) Where the Council grants an application for registration or renewal of registration subject to conditions -
  - (a) it shall consider whether, before the end of the specified period of the conditions, the applicant's or registrant's compliance with such conditions should be reviewed.
  - (b) it shall send a Notice of Decision to -
    - (i) the applicant or registrant;
    - (ii) the Council;
    - (iii) the employer(s) (if any);
    - (iv) the university at which the student is participating in the degree course, if applicable.
- (12) The Notice of Decision shall -

- (a) set out the decision of the Council;
- (b) specify the reasons for the Council's decision;
- (c) set out the conditions imposed on the applicant's or registrant's registration;
- (d) set out whether the conditions will be reviewed before the end of the specified period;
- (e) inform the applicant, where the applicant is a student, that the student's name will not be entered onto the Register until the Council has received notification from the university of the student's commencement, and is satisfied that the student has begun participating in the degree course.

#### **Entry of student names onto Register**

6. (1) Where an application for registration has been granted by the Council in respect of a student, that student's name shall not be entered onto the Register until the Council has received notice from the university of the student's commencement and is satisfied that the student has begun participating in the degree course.
- (2) Where an application for registration has been granted by the Council in respect of a student, and notice from the university of the student's commencement has been received, but the applicant has not within two years of the date of the granting of that application begun participating on the degree course, the Council shall not enter the name of the applicant on the Register until it receives up to date evidence of the applicant's good character, good conduct and physical and mental fitness to practise the work expected of persons registered in that part of the Register in which registration is sought.

## Duration of registration

7. (1) Subject to removal from the Register in accordance with the Council's Fitness to Practise Rules or Rules 10, 11 or 22 (16) (d), the registrant's entry in the Register shall remain effective –
  - (a) subject to Rule 8, where the registrant is a social worker, for 3 years from the date of granting of the application for registration by the Council;
  - (b) where the registrant is a social care worker, for 5 years from the date of granting the application for registration by the Council;
  - (c) where the registrant is a social care worker in a management position, for 3 years from the granting of the application for registration by the Council;
  - (d) where the registrant is a student, for the duration of the registrant's degree course, or eight years beginning with the date of granting of the first application for registration by the Council, whichever is the later;
  - (e) where an Interim Suspension Order or Suspension Order has been imposed on the registrant's registration, until the expiration of the appropriate period specified in paragraphs (a) to (d) or expiration or revocation of the Interim Suspension Order or Suspension Order, whichever last occurs.
- (2) No later than 28 days before the expiry of the period referred to in Paragraphs (1) (a) to (e), the Council shall send a communication to the registrant advising –
  - (a) the date of expiry of registration; and
  - (b) guidance on how to renew their registration.
- (3) Notwithstanding Paragraphs (1) (a) to (e), a registrant's registration shall not cease if the registrant submits an application for renewal before the end of the period specified in that paragraph.

- (4) The Council reserves the right in exceptional circumstances to extend the period referred to in Paragraphs (1) (a) to (e), before removal by 14 days, to enable an application for renewal of registration to be made.
- (5) Where the registrant is a student, the Council may extend the duration of registration for the purpose of allowing the registrant to complete the degree course, in accordance with Paragraph (1) (d).
- (6) The Council reserves the right in exceptional circumstances to extend the period referred to in Paragraph (4) should the Council deem it necessary in order to ensure due process is followed in the application or renewal process.

### **Application for registration upon completion of degree course**

8. (1) Upon the successful completion of a degree course –
  - (a) the applicant must undertake and satisfactorily complete a period of assessed employment; and
  - (b) before undertaking any period of assessed employment, the Council will notify the successful student on the process which should be followed to apply to the Council for registration in the part of the Register for social workers.
- (2) An application for registration in accordance with Paragraph (1) (b) shall be treated as a new application for registration and the provisions of Rule 4 shall apply.
- (3) Where an application in accordance with Paragraph (1) (b) is granted by the Council, the registrant's entry in the Register will remain effective for one year commencing with the date of the granting of the application by the Council or the duration of the period of assessed employment specified by the Council.
- (4) The Council will consider, and grant or reject as the case may be, an application to extend the registrant's entry in the Register for a period, to be determined by the Council, to facilitate the completion of the period of assessed employment.
- (5) Notwithstanding Paragraphs (3) and (4), a registrant's registration shall not cease if the registrant provides the Council with notification of successful

completion of the period of assessed employment before the end of the period specified in Paragraph (3) or the extended period determined by the Council in accordance with Paragraph (4).

- (6) The Council reserves the right in exceptional circumstances to extend the period referred to in Paragraphs (3) or (4), before removal by 14 days to enable an application for renewal of registration to be made.
- (7) The Council reserves the right in exceptional circumstances to extend the period referred to in Paragraph (6), should the Council deem it necessary in order to ensure due process is followed.

### **Renewal of Registration**

- 9. (1) This rule shall not apply to students.
- (2) Where an application for registration following completion of the period of assessed employment is made by an applicant and granted by the Council, the registrant's entry in the Register will be effective for a period of 3 years beginning with the next annual fee due date, unless Rule 11 or Rule 22 (16) (d) or the Council's Fitness to Practise Rules apply.
- (3) Where an application for renewal of registration as a social worker or social care worker in a management position is granted by the Council, the registrant's entry in the Register will be effective for a period of 3 years beginning with the date of the granting of the application, unless Rule 11 or Rule 22 (16) (d) or the Council's Fitness to Practise Rules apply.
- (4) Where an application for renewal of registration as a social care worker is granted by the Council, the registrant's entry in the Register will be effective for a further period of 5 years beginning with the date of the granting of the application, unless Rule 11 or Rule 22 (16) (d) or the Council's Fitness to Practise Rules apply.
- (5) Applications for renewal of registration shall be made through the Council's Online Portal other than in exceptional circumstances.
- (6) The Council shall only grant an application to renew registration where -

- (a) it is satisfied that the registrant has satisfactorily fulfilled any condition attached to the registration;
  - (b) it has received satisfactory evidence, as set out in Rule 4 (4) above, of an applicant's –
    - (i) good character;
    - (ii) good conduct;
    - (iii) physical and mental fitness to perform the work expected of persons registered in the part of the Register in which registration is sought; and
    - (iv) competence.
  - (c) it has received satisfactory evidence that an applicant has completed the post registration training and learning requirements set out in SCHEDULE 3; and in the case of an exempt person pursuant to Section 12(2B) of the Act; and
  - (d) subject to Rule 25, it has received payment of any renewal of registration fee specified by the Council.
- (7) Where a registrant has failed to complete the post registration training and learning requirements as set out in Paragraph (6) (c), or fails to furnish upon request from the Council information sought detailing the post registration training and learning completed, the Council may refer the registrant's application to the Registration Committee, and such failure may be treated as impaired fitness to practise, giving rise to proceedings under the Council's Fitness to Practise Rules.
- (8) Where a registrant has failed to complete the post registration training and learning requirements due to suspension from the Register, the Council will waive those requirements for the period of the suspension.
- (9) The Council shall not refer a registrant to the Registration Committee in accordance with Paragraph (7) where that registrant has failed to complete the post registration training and learning requirements due to exceptional

circumstances or where the registrant is on maternity, adoption or fostering leave.

### **Removal from the Register for non-participation in the degree course**

10. (1) Subject to Paragraph (3), where, for academic, health or personal reasons, a registrant is no longer participating in a degree course, the Council may remove that registrant's entry from the Register without referring the matter to the Registration Committee.
- (2) Where a person's name has been removed from the Register under Paragraph (1), and that person wishes to resume participation in the same or another degree course, the former registrant shall make an application for restoration to the Register in accordance with Rule 13.
- (3) Where a registrant has been expelled or suspended from a degree course on disciplinary grounds, the provisions of the Council's Fitness to Practise Rules shall apply.
- (4) The Council shall not grant any application for voluntary removal from the Register in respect of a registrant whose entry in the Register has been suspended under Paragraph (3), until the determination of the matter in accordance with the Council's Fitness to Practise Rules.

### **Removal from the Register for other reasons**

11. (1) Notwithstanding any provisions for removal of a registrant's entry from the Register in accordance with the Council's Fitness to Practise Rules, the Council may remove a registrant's entry from the Register without reference to the Registration Committee where –
- (a) subject to Paragraph (4), the registrant has made a satisfactory application in writing or via the Online Portal for voluntary removal from the Register;
- (b) the Council receives appropriate written notification of the death of a registrant;



- (c) subject to Paragraph (3), the registrant has failed to make the appropriate application for renewal of registration before the end of the period specified in Rule 7 (1) (a) to (c) or, as the case may be, Rule 7 (4);
  - (d) subject to Paragraph (3), the registrant has failed to pay the annual fee after the appropriate communication has been sent by the Council as set out in Rule 26 (3) and (4);
  - (e) subject to Paragraph (3) the registrant has failed to provide evidence of the satisfactory completion of a period of assessed employment or a request for an extension in accordance with Rule 8 (4);
  - (f) the registrant is registered in the part of the Register for social workers, and that registrant is no longer a social worker unless that registrant is subject to current or pending enquiries, investigation, or proceedings under the Council's Fitness to Practise Rules; or
  - (g) the registrant is registered in the part of the Register for social care workers, and that Registrant is no longer a social care worker, unless that registrant is subject to current or pending enquiries, investigation, or proceedings under the Council's Fitness to Practise Rules; or
  - (h) a Registrant is no longer eligible to work in the UK.
- (2) The Council shall remove a registrant's entry from the Register where:
- (a) the Registration Committee has considered an application for renewal of registration and directed that the registrant's name should be removed from the Register; or
  - (b) the Registration Committee is satisfied that a Registrant has not complied with conditions imposed, by the Registration Committee or the Council, upon the Registrant's registration; or
  - (c) the Council grants removal by agreement in accordance with the Council's Fitness to Practise Rules; or
  - (d) the Fitness to Practise Committee makes a Removal Order in accordance with the Council's Fitness to Practise Rules.

- (3) The Council shall lapse any registrant who is the subject of an investigation by the Council into alleged impaired fitness to practise and:
  - (a) has failed to renew his registration on time; or
  - (b) has failed to pay the appropriate fee; or
  - (c) has failed to complete the period of assessed employment required by the Council.
- (4) The Council shall not consider any application by a registrant for voluntary removal from the Register where that registrant is the subject of current or pending disciplinary proceedings by an employer or under the Council's Fitness to Practise Rules.
- (5) Where the Council has removed a registrant's entry from the Register, the Council shall send notification to:
  - (i) the former registrant at his / her home address as it appears on the Register or the registered email address;
  - (ii) the former registrant's employer (if any);
  - (iii) the university at which the former registrant was participating in the degree course, if applicable;
  - (iv) the Care Council with whom the former registrant is registered to inform that the social worker or social care worker or student is no longer registered with the Council.
- (6) Where the Council has removed a registrant's entry from the Register in accordance with Rule 11 (2), the Council may additionally send written notification to the Disclosure and Barring Service and any other relevant regulatory body.

**Consideration of Application for Registration where Applicant is Listed on a Disclosure and Barring Service List**

12. (1) The Council may refuse an application for registration or renewal of registration without referral to the Registration Committee where the applicant is listed on the Disclosure and Barring Service adults' and / or

children's barred list under the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007<sup>12</sup>.

- (2) Written notification shall be sent in accordance with Rule 11 (5). Such written notification will set out the applicant's right of appeal to the Care Tribunal, provided that such appeal is lodged in writing within 28 days from the date of the Notice of Decision.
- (3) Any applicant or registrant who has been refused under Paragraph (1) shall not be eligible to re-apply to the Register until the Barring Order has been revoked.

### **Application for restoration to the Register**

13. (1) Save where removal from the Register was a result of a determination made by the Council's Fitness to Practise Committee or removal by agreement in accordance with the Council's Fitness to Practise Rules, an application for restoration may be made to the Council.
- (2) An application for restoration shall be accompanied by the payment of the restoration fee set out in SCHEDULE 2.
- (3) Save where an application for restoration is made within three months of removal, the Council shall treat an application for restoration as an initial application for registration, and the procedures set out in this Part shall apply.
- (4) Where an application for restoration is made within three months of removal:
  - (a) the Council shall treat the application in accordance with Rule 4 with the exception of Rule 4 (3) (b).
  - (b) Notwithstanding Paragraph (4) (a), the Council reserves the right to seek endorsement of the application.
- (5) Where an application for restoration is made by a person whose name was removed from the Register for non-participation in a degree course, that person shall provide, in addition to the information required in Rule 4 -

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<sup>12</sup> 2007 No. 1351 (N.I. 11) as amended by 2012 (c.9)

- (a) evidence of admittance by a university to participate in a degree course;  
and
  - (b) reasons for withdrawal from the original degree course.
- (6) Where an application for restoration is made by a person whose name was removed from the Register for non-completion of the period of assessed employment, that person shall provide, in addition to the information required in Rule 4 -
- (a) evidence of acceptance by an employer to complete the period of assessed employment; and
  - (b) reasons for non-completion of the period of assessed employment.
- (7) An application for restoration where removal from the Register was a result of a determination made by the Council's Fitness to Practise Committee, or removal by agreement in accordance with the Council's Fitness to Practise Rules, shall be made in accordance with the procedure set out in the Council's Fitness to Practise Rules.

#### **Consideration of repeat applications**

- 14.** (1) Where the Registration Committee has refused an application for registration or renewal, or has removed a registrant's entry from the Register, the Council shall not consider a repeat application for registration or restoration until the expiry of six months, beginning on the date of refusal or removal, unless there has been a material change of circumstances.
- (2) Where an applicant has made two unsuccessful applications for registration or restoration, the Council may refuse to consider any further applications from that applicant until the expiry of two years beginning on the date of rejection of the last application.

## **Part III**

### **Registration Committee**

#### **Appointment of Registration Committee**

- 15.** (1) The Registration Committee is appointed by the Council under Regulation 8 (1) of the NISCC (Appointments and Procedure) Regulations (NI) 2001.
- (2) The constitution, membership and quorum of the Registration Committee is contained in Section B, Paragraph 5 of the Standing Orders of the Northern Ireland Social Care Council and its Committees and set out in ANNEX 1 of these Rules.

#### **Voting**

- 16.** (1) Decisions of the Registration Committee shall be taken by simple majority.
- (2) The Chair of the Registration Committee shall not exercise a casting vote.
- (3) Any abstention shall be deemed to be a vote in favour of the applicant or registrant.

#### **Reference to the Registration Committee**

- 17.** (1) The Council shall refer to the Registration Committee –
- (a) any application for registration, or renewal of registration, which it is not minded to grant;
  - (b) any registrant who fails to comply with conditions imposed by the Council or the Registration Committee.
- (2) The Council may refer to the Registration Committee –
- (a) any application for registration, or renewal of registration, which it is minded to grant subject to conditions;
  - (b) any registrant who is registered with conditions imposed by the Council or by the Registration Committee where the Council has received new information which, in the Council's opinion, calls into question their suitability to remain on the Register.

- (3) The Council may refer any other application for registration or renewal of registration to the Registration Committee.

### **The Legal Adviser**

18. (1) A legal adviser shall be present at all proceedings before the Registration Committee to advise the Committee on questions of law, and shall be present during the deliberations of the Committee.
- (2) The role of the legal adviser shall be to ensure that the proceedings are conducted fairly. To this end, the legal adviser shall inform the Registration Committee forthwith of any irregularity in the conduct of proceedings before that Committee.
- (3) The Registration Committee shall maintain a record of any advice tendered by the legal adviser.
- (4) The advice of the legal adviser shall be given in the presence of the Parties. Any advice given by the legal adviser during the private deliberations of the Registration Committee shall subsequently be repeated before the Parties.
- (5) The Parties shall have the opportunity to make representations on the advice given by the legal adviser.
- (6) The legal adviser shall not participate in the decision making of the Registration Committee, and shall not be entitled to vote.

### **The Medical Adviser**

19. (1) The Council may appoint a medical adviser to advise the Registration Committee.
- (2) The role of the medical adviser shall be to advise the Registration Committee on any issues that may arise in relation to the physical and mental fitness of an applicant (or a registrant).
- (3) The Registration Committee shall maintain a record of any advice tendered by the medical adviser.
- (4) The advice of the medical adviser shall be given in the presence of the Parties. Any advice given by the medical adviser during the private

deliberations of the Registration Committee shall subsequently be repeated before the Parties.

- (5) The Parties shall be entitled to make representations on the contents of the advice given by the medical adviser.
- (6) The medical adviser shall not participate in the decision making of the Committee, and shall not be entitled to vote.

### **The Clerk**

- 20.** (1) The Registration Committee shall be assisted by a clerk.
- (2) The clerk shall be responsible for the administrative arrangements for the proceedings before the Registration Committee and shall keep a record of decisions made by the Registration Committee, and the reasons for them.
  - (3) The clerk shall not participate in the decision making of the Registration Committee, and shall not be entitled to vote.

### **Evidence to be considered by the Registration Committee**

- 21.** (1) The Registration Committee shall allow -
- (a) the applicant or registrant to give oral evidence; and
  - (b) the Parties to make oral submissions.
- (2) Save where the Registration Committee considers it necessary to resolve disputes of fact which, in its opinion, are material to the issues under consideration, it shall not normally consider oral evidence from any other witnesses.
  - (3) The Registration Committee may receive documentary evidence submitted by the applicant or the Council, provided that any written statement shall be signed by the person making it and shall contain a statement of truth.
  - (4) Subject to the advice of the legal adviser, the Registration Committee may admit evidence whether or not such evidence would be admissible in a Court of Law.
  - (5) Where an applicant or registrant has been convicted of a criminal offence -

- (a) a copy of the certificate of conviction, certified by a competent officer of a Court in England, Wales or Northern Ireland (or, in Scotland, an extract conviction) shall be conclusive proof of the conviction; and
  - (b) the findings of fact upon which the conviction is based shall be admissible as proof of those facts.
- (6) The Registration Committee may admit the determination of any relevant regulatory body into proceedings against an applicant, as prima facie evidence of any facts found proven by that regulatory body.
- (7) Notwithstanding Paragraph (6), the applicant shall be entitled to adduce evidence to the Registration Committee in rebuttal of any findings made by the relevant regulatory body.

### **Procedure of the Registration Committee**

- 22.** (1) Subject to the rules herein, the rules of natural justice and the requirements of a fair hearing, the Registration Committee may decide its own procedure.
- (2) The Registration Committee shall sit in private where the Council is minded to place conditions on an applicant's registration or refuse an application for registration.
- (3) Not less than 28 days before the Registration Committee proceedings, the Clerk shall send the applicant or registrant a Notice of Referral.
- (4) The Notice of Referral shall -
- (a) give the date, time and venue of the Registration Committee proceedings;
  - (b) set out the proposed conditions on an applicant's registration and the reasons for such proposal, or the reasons for a proposal to refuse an application for registration or renewal of registration, or for a proposal to remove a registrant's entry from the Register, as appropriate;
  - (c) set out the right of the applicant or registrant to make written representations to the Council, within 14 days of service of the Notice of Referral;



- (d) set out the applicant or registrant's right to attend the proceedings and to make oral submissions in person or through a representative; and
  - (e) enclose copies of any material to be put before the Registration Committee.
- (5) Not less than 14 days before the Registration Committee proceedings, the applicant or registrant shall provide to the clerk, copies of any documents on which the applicant or registrant intends to rely.
- (6) Not less than seven days before the Registration Committee proceedings, the clerk shall send to each Committee Member:
  - (a) a copy of the Notice of Referral;
  - (b) copies of all the documents which the applicant or registrant has submitted;
  - (c) any information, or copies of any documents obtained by the Council which are relevant to the application; and
  - (d) any representations the applicant has submitted in accordance with Paragraph (4) (c).
- (7) Rule 4 (6) applies to the Registration Committee as it applies to the Council, and for the purpose of this Rule, the Registration Committee may adjourn and upon notice to the applicant or registrant, reconsider the matter at a later date.
- (8) The Council's case may be presented to the Committee by an officer of the Council, or by a solicitor or counsel.
- (9) The applicant or registrant may appear in person or be represented by -
  - (a) solicitor; or
  - (b) counsel; or
  - (c) a representative from the applicant's trade union; or
  - (d) a representative from the applicant's professional body.
- (10) Subject to Paragraph (11), the Registration Committee may permit the applicant or registrant to be represented by a person other than that listed in Paragraph (9).

- (11) Any application to be represented by a person other than that listed in Paragraph (9) shall be sent to the clerk not later than 14 days in advance of the Registration Committee proceedings.
- (12) A person who represents or accompanies the applicant or registrant shall not be entitled to be called as a witness at the proceedings.
- (13) The Committee may exclude from the whole or any part of the proceedings any person whose conduct, in the opinion of the Committee, has disrupted or is likely to disrupt the proceedings.
- (14) Where the applicant or registrant is not present or represented at the proceedings, the Registration Committee, on being satisfied that the applicant or registrant was given due notice of the proceedings, may determine the matter in the absence of the applicant or registrant.
- (15) The order of proceedings shall be as follows -
  - (a) the Council's representative shall make an opening statement of the reason for the Council's proposals;
  - (b) the applicant or registrant shall have a right of reply, either in person or through a representative (if present);
  - (c) the Council's representative shall produce evidence in support of the Council's proposals;
  - (d) the applicant or registrant, either in person or through a representative, may produce evidence;
  - (e) where the applicant or registrant gives evidence, the Council's representative and the Committee shall have the opportunity to ask questions of that applicant or registrant;
  - (f) determination of the application by the Registration Committee; and
  - (g) announcement of the Committee's decision.
- (16) The Registration Committee may:
  - (a) grant the application for registration, or renewal of registration;
  - (b) refuse the application for registration, or renewal of registration;
  - (c) impose conditions on registration for a specified period;

- (d) direct that the registrant's entry be removed from the Register;
  - (e) vary or lift conditions;
  - (f) refer an application for renewal back to the Council where a complaint of impaired fitness to practise has been made against an applicant.
- (17) Where the Registration Committee has considered the evidence available and is minded to impose conditions different to those set out in the Notice of Referral, or where the Notice of Referral sets out no conditions at all -
- (a) the clerk to the Registration Committee shall notify the applicant or registrant of the conditions that the Committee is minded to impose;
  - (b) the Registration Committee shall afford the applicant or registrant, or the applicant's or registrant's representative, the opportunity to make specific representations upon them;
  - (c) the Registration Committee may adjourn and issue directions as to the time in which any representation or supporting evidence should be served.
- (18) In exercising its powers under Paragraphs (16) and (17), the Registration Committee shall act in accordance with the principle of proportionality.
- (19) The Registration Committee shall -
- (a) at the conclusion of the proceedings, record its decision and the reasons for it in writing; and
  - (b) within 7 days of the conclusion of the proceedings send a Notice of Decision to -
    - (i) the applicant or registrant;
    - (ii) the Council;
    - (iii) the employer(s) (if any);
    - (iv) the university at which the student is participating in the degree course, if applicable.
- (20) The Notice of Decision shall -
- (a) set out the decision of the Registration Committee;

- (b) specify the reasons for the Registration Committee's decision;
  - (c) set out any conditions imposed on, varied or lifted from the applicant's or registrant's registration;
  - (d) set out the applicant's or registrant's right of appeal to the Care Tribunal, provided that such appeal is lodged in writing within 28 days from the date of the Notice of Decision; and
  - (e) inform the applicant that the Registration Committee's decision -
    - (i) in respect of a decision to refuse an application, took effect from the date on which the decision was made; or
    - (ii) where the applicant is a student and the Registration Committee has granted the application (with or without conditions), the student's name will not be entered onto the Register until the Council is satisfied that the student has begun to participate in the degree course.
- (21) A record of any advice tendered by the legal adviser or the medical adviser shall be sent to the applicant or registrant, and the Council, together with the Notice of Decision.

### **Review process**

- 23.** (1) Where the Council reviews a registrant's conditions at the point of review or at any time during the specified period of the conditions, it may -
- (a) impose conditions for a further specified period;
  - (b) vary the conditions; or
  - (c) lift the conditions.
- (2) Towards the end of a period of conditions or in the circumstances referred to in Paragraph (5), the Council shall seek information from the Registrant or relevant others.
- (3) Where the Council receives the requested information and is of the opinion that:

(a) the conditions have been complied with or there has been a material change of circumstances; and

(b) the conditions can be lifted or varied,

the Council shall give notice to the Registrant and may give notice to the other persons specified in Rule 22 (19) that the conditions will be lifted or varied.

(4) Where:

(a) the Council receives information requested in accordance with Paragraph (2) and it is of the opinion that the condition(s) have not been complied with; or

(b) the Registrant fails to comply with a reasonable request made in accordance with Paragraph (2); or

(c) the Council is not able to determine whether the conditions should be lifted or varied; or

(d) the Council considers it is necessary for the protection of the public and / or in the public interest for the matter to be dealt with by the Registration Committee,

the Council shall refer the matter to the Registration Committee for a resumed consideration of the case.

(5) Where a registrant considers, at any time during the specified period of conditions, that there has been a material change in circumstances, the registrant may apply to the Council to review the conditions imposed on the registrant's registration, and the procedure set out in Paragraphs (2), (3) and (4) shall apply.

### **Resumed Consideration of a Case**

**24.** (1) In addition to Rule 23 (4) -,

(a) the Council may apply to the Committee for a resumed consideration of the case where the Council considers that there has been a material change of circumstances, in order for the Committee to consider varying

or lifting any conditions imposed on the registration or removal from the Register.

- (b) a registrant may apply to the Committee for a resumed consideration of the case where an application under Rule 23 (5) has been unsuccessful.
- (2) The Registration Committee may, after considering legal advice from the legal adviser, and if it is satisfied that there has been a material change in circumstances, direct that it should resume its consideration of the case.
  - (3) The Council may make an application for an early review where it has received information in accordance with Rule 17 (1) (b) or (2) (b).
  - (4) Not less than 28 days before the date on which the Registration Committee is to resume its consideration of the matter, the clerk to the Registration Committee shall send to the registrant a Notice of Resumed Consideration.
  - (5) The Notice of Resumed Consideration shall -
    - (a) specify the date, time and venue of the proceedings;
    - (b) set out the registrant's right to make written representations to the Council within 14 days of service of the Notice of Resumed Consideration; and
    - (c) set out the registrant's right to attend the proceedings and to make oral submissions in person or through a representative.
  - (6) The procedure at the resumed proceedings shall be the same as the procedure set out at Rule 22.

## **Part IV**

### **Fees**

#### **Application and renewal fee**

25. (1) The fee to be charged for processing an application for registration under Rule 4 (“the application fee”) or an application for renewal under Rule 9 (“the renewal fee”) is set out in SCHEDULE 2, and shall be non-refundable.
- (2) Subject to Rule 28, the Council shall refuse to make an entry in the Register in respect of such a person unless the application fee is paid.

#### **Annual Fee**

26. (1) The fee to be charged in respect of the retention in the Register of any registration in any year following the year in which registration or renewal was first made (“the annual fee”) is set out in SCHEDULE 2 and shall be non-refundable.
- (2) The Council may remove from the Register any registrant who, after the appropriate communication specified in either Paragraphs (3) or (4) has been sent, fails to pay the annual fee within the specified period.
- (3) (a) Where a registrant has not given the Council a bank authority, the Council shall send the registrant a communication not less than 28 days before the date on which the annual fee is due, which states that the annual fee is due and the date on which it is due; and
- (b) if the annual fee has not been paid by the date on which it is due, the Council may decide that the registrant’s entry should be removed from the Register.
- (4) Where the registrant has given the Council a bank authority and the annual fee has not been paid in accordance with that authority by the date on which the fee is due, the Council shall send the registrant a communication stating that if the annual fee is not paid within the period of 28 days beginning the day after the communication is sent, the Council may decide that the registrant’s entry should be removed from the Register.

### **Restoration fee**

- 27.** (1) The fee to be charged for processing an application for restoring an entry in the Register is as set out in SCHEDULE 2, and shall be non-refundable.
- (2) Subject to Rule 28, where a registrant has applied to be restored to the Register, the Council shall not make an entry in the Register until the restoration fee has been paid.

### **Waiver and deferment of fees**

- 28.** Notwithstanding the provisions set out in Rules 25 to 27, the Council may choose to waive or defer fees to be charged to an applicant or registrant in such exceptional circumstances as the Council may determine.



## **Part V**

### **The Register**

#### **The form of the Register**

- 29.** (1) The Register shall, in respect of each person whose name is entered in the Register, contain the following information, and any other information which the Council considers appropriate -
- (a) full name known as in work, and title;
  - (b) registration number;
  - (c) address at which the registrant practises;
  - (d) where the registrant is a student, the name and address of the university in which the registrant is participating in the degree course;
  - (e) any effective conditions imposed on the registrant's registration;
  - (f) any effective undertakings;
  - (g) any effective warning;
  - (h) any effective Interim Order;
  - (i) any effective Suspension Order;
  - (j) whether the registrant has been removed from the Register.
- (2) On inquiry by an employer or by the university at which a student is participating in the degree course, the Council may provide the following further information about the registrant -
- (a) any conditions or Interim Order imposed on the registrant's registration;
  - (b) any findings of impaired fitness to practise and sanction imposed by the Council or by the Council's Fitness to Practise Committee.

#### **The keeping of the Register**

- 30.** (1) The Register shall be kept in a secure manner.
- (2) Where undertakings, an Interim Order, Conditions of Practice Order or a Suspension Order have been imposed on a registrant's registration in

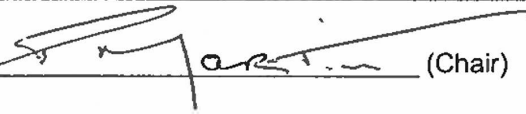
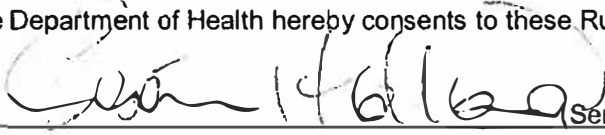
accordance with the Council's Fitness to Practise Rules, the Council shall enter the particulars of the undertaking or Order against the name of the registrant in the Register.

- (3) Where an undertaking or Order referred to in Paragraph (2) ceases to have effect, is revoked or an undertaking is replaced by an Order or an Order is replaced by another such Order, the Council shall remove the entry relating to it in the Register and, where an undertaking is replaced by an Order or an Order is replaced by another Order, enter the particulars of that Order in the Register.
- (4) The Council may, on the application in writing of a registrant, amend the registrant's entry in the Register, and in particular shall, where a registrant's registration is subject to conditions and the conditions have been removed, amend the Register accordingly.
- (5) Before amending the Register in accordance with an application made under Paragraph (4), the Council shall satisfy itself to the accuracy of the information to be entered in the Register and may require the registrant making the application to produce such documentary evidence as it considers appropriate.

### **Issue and form of certificates**

- 31.** (1) Where the Council enters the name of a registrant in the Register, it shall make available to the registrant a certificate of registration.
- (2) A certificate of registration shall be in the form determined by the Council and shall -
- (a) state the registrant's -
    - (i) name;
    - (ii) registration number;
    - (iii) date of registration;
    - (iv) category of registration.
  - (b) state whether the registrant's registration is subject to conditions; and

- (c) be signed on behalf of the Council.
- (3) Where a registrant requests a certificate of registration to be issued by the Council, a fee may be payable in accordance with SCHEDULE 2.

 (Chair)	Date <u>16<sup>th</sup> Dec 2021</u>
The Department of Health hereby consents to these Rules.	
	Senior Officer, DoH)
Dated this <u>5</u> day of <u>January</u> Two thousand and Twenty <del>One</del> <u>Two</u>	

## **Schedule 1**

## **Rule 5 (1) (c) (i)**

### **Approved courses for social workers**

1. A course leading to a Certificate in Child Care or Home Office Letter of Recognition in Child Care (issued by the Home Office Central Training Council in Child Care from 1947 to 1971).
2. A course leading to a Certificate in Social Work (issued by the Council for Training in Social Work from 1962 to 1971).
3. A course leading to a Probation Certificate or satisfactory completion of courses by the Recruitment and Training Committee (issued or recognised as the case may be by the Recruitment and Training Committee of the Advisory Council for Probation and After Care until 1971).
4. A course leading to a Certificate or satisfactory completion of courses recognised by the Institute of Medical Social Workers (previously the Institute of Almoners).
5. A course recognised by the Association of Psychiatric Social Workers and subsequently recognised by Central Council Education Training Social Work as an approved course for social workers.
6. A course leading to a Certificate of Qualification in Social Work (issued by the Central Council for Education and Training in Social Work from 1971 to 2002).
7. A course leading to a Letter of Comparability to the Certificate of Qualification in Social Work (issued until 1990).
8. A course leading to a Certificate in Social Service (issued by the Central Council for Education and Training in Social Work from 1975 to 1995).
9. A course leading to a Diploma in Social Work issued by the Central Council for Education and Training in Social Work, a Care Council or the Council (issued from 1991).

10. A course in relevant social work for persons who wish to become social workers, and approved by the Council under Section 10 of the Act, or a Care Council under Section 54 (1) of the Regulation of Care (Scotland) Act 2001, Section 114 of the Regulation and Inspection of Social Care (Wales) Act 2016, Article 15 (5) of the Health and Social Work Professions Order 2001 or Section 43 of the Children and Social Work Act 2017 and is accepted by the Council..
  
11. Certificate or Diploma in Applied Social Studies:
  - (i) University of Aberdeen
  - (ii) Queen's University
  - (iii) University of Bristol
  - (iv) University College, Cardiff
  - (v) University College, Dublin (National University of Ireland)
  - (vi) University of Dundee
  - (vii) University of Glasgow
  - (viii) University of Hull
  - (ix) University of Keele
  - (x) University of Leicester
  - (xi) University of Liverpool
  - (xii) University of London, Bedford College
  - (xiii) University of London, Goldsmith's College
  - (xiv) London School of Economics
  - (xv) University of Newcastle upon Tyne
  - (xvi) University of Nottingham
  - (xvii) University of Oxford
  - (xviii) University of Sheffield
  - (xix) University of Southampton
  - (xx) University of Surrey
  - (xxi) University College, Swansea
  - (xxii) New University, Ulster
  
12. Diploma in Social Work or Diploma in Social Work Studies:
  - (i) Queen's University, Belfast

- (ii) University of Birmingham
  - (iii) University of Edinburgh
  - (iv) Enfield College of Tech
  - (v) University of Kent, Canterbury
  - (vi) University of Leicester
  - (vii) London School of Economics (from 1970)
  - (viii) University of Sussex
13. BA (Hons) degree in Applied Social Studies or BA (Hons) degree in Applied Social Science:
- (i) University of Bradford
  - (ii) Enfield College of Tech - with appropriate social work options
  - (iii) Hatfield Polytechnic
  - (iv) University of Keele
  - (v) Lanchester Polytechnic, Coventry
14. MA Degree in Applied Social Studies:
- (i) University College, Bangor
  - (ii) University of Nottingham
15. Diploma for Advanced Studies in Social Administration & Social Work (with appropriate social work options):
- (i) University of Manchester
16. Diploma in Social & Administration Studies (with appropriate social work options):
- (i) University of Oxford
17. Bachelor of Phil (with appropriate social work options):
- (i) University of Exeter
  - (ii) University of Liverpool
18. M Phil (with appropriate social work options):
- (i) University of York

19. Master of Social Science (with appropriate social work options):
  - (i) University College, Dublin (National University of Ireland)
20. Certificate in Medical Social Work:
  - (i) University of Edinburgh
  - (ii) University of Leeds
  - (iii) University of Manchester
21. Certificate in Psychiatric Social Work:
  - (i) University of Edinburgh
22. Certificate in Childcare:
  - (i) University of Edinburgh
23. Diploma for Social Workers in Mental Health:
  - (i) London School of Economics
24. MSc in Social Administration & Social Work Studies:
  - (i) London School of Economics
25. Masters in Social Work:
  - (i) University of Sussex
26. BA/BSc (Hons) Sociology (with appropriate social work options)
27. Bath University of Technology

**Fees charged by the Council**

**A. FEES FOR SOCIAL WORKERS AND SOCIAL CARE WORKERS**

1. The application, annual and renewal fee for the following applicants shall be £65 -
  - (i) social workers;
  - (ii) social care managers.
2. The application, annual and renewal fee for the following applicants shall be £30 -
  - (i) social care workers.
3. The application fee for social work applicants with overseas qualifications who do not hold a letter of comparability to the Honours Degree in Social Work shall be £350. The annual fee and renewal fee shall be £65.
4. The restoration fee for the following applicants shall be £130 –
  - (i) social workers;
  - (ii) social care managers.
5. The restoration fee for social care workers shall be £60.

**B. FEES FOR STUDENTS**

1. Application fee  
£20
2. Annual fee  
£20
3. Restoration fee  
£40

**C. FEES FOR ISSUING REGISTRATION CERTIFICATE**

1. Except in exceptional circumstances, the fee for issuing a certificate shall be £20.



**Post registration training and learning requirements**

1. Social workers and social care workers -
  - (1) All social workers and social care workers shall, within the period of registration, complete a minimum of 90 hours of learning and development activity which may include study, training, courses, seminars, reading, teaching or other activities which could reasonably be expected to advance the social worker's or social care worker's professional development, or contribute to the development of the profession as a whole.
  
2. Social workers -
  - (1) The following requirements apply to social workers in the following categories. The training specified will contribute to the 90 hours of learning and development activity mentioned in Paragraph 1 (1) above -
    - (a) Social workers in the first three year period of registration following successful completion of the Assessed Year in Employment shall complete a minimum of two requirements of the Northern Ireland Consolidation Award within the period of registration;
    - (b) Social workers who are appointed as a first line manager shall undertake learning and development activity in the professional supervision and appraisal of staff within two years of appointment to post;
    - (c) Social workers who are first line managers or managers in other grades above this shall undertake, within the period of registration, learning and development activities appropriate to their post. These development activities should include professional leadership and management.
  
3. Social Care Workers -

(1) The following requirements apply to social care workers in the following categories. The training specified will contribute to the 90 hours of learning and development activity in Paragraph 1 (1) above.

(a) Social care workers shall undertake within their period of registration learning and development activity appropriate to their job role in the following areas:

- i. Principles of Care
- ii. Safeguarding
- iii. Communication
- iv. Social Care Skills
- v. Health and Safety

(b) Senior Social Care workers, that is social care workers with supervisory responsibilities, shall undertake within their period of registration learning and development activity appropriate to their job role in the following areas:

- i. Principles of Care
- ii. Safeguarding
- iii. Communication
- iv. Social Care Skills
- v. Health and Safety
- vi. Supervision and Performance Appraisal

(c) Social Care workers in a management position shall undertake within their period of registration learning and development activity appropriate to their job role in the following areas:

- i. Principles of Care
- ii. Safeguarding
- iii. Communication
- iv. Social Care Skills
- v. Health and Safety
- vi. Leadership and Management

4. Every social worker and social care worker registered with the Council shall keep a record of post registration training and learning undertaken.

5. Failure to meet the foregoing post registration training and learning requirements may be considered misconduct by the Council.

**Standing Orders of the Northern Ireland Social Care Council and its Committees –  
Section B, Paragraph 5 – Regulatory Committees****Constitution, Membership and Quorum of the Registration Committee**

1. The Registration Committee shall consist of up to five members, appointed by the Council.
2. The quorum of the Registration Committee shall be three, including the Chair, and the Registration Committee shall sit with either three or five members present.
3. The Registration Committee shall include a lay person as a member.
4. The Council shall appoint a Chair of the Registration Committee who shall be a lay person and not be a member of the Council.
5. Council Members shall not sit as members on the Registration Committee.
6. The Council shall endeavour to appoint to the Registration Committee a Committee member who is registered in the same part of the Register as the applicant or registrant whose case is under consideration. Where the Council is unable to appoint such a person, the Council shall endeavour to ensure that a Committee member is appointed to the Committee who has experience or understanding of the area of social care work practised by the applicant or registrant whose case is under consideration.
7. Members of the Registration Committee shall be appointed for a period not exceeding 4 years and shall be eligible for re-appointment for a further period not exceeding 4 years.
8. No member of the Registration Committee shall sit as such to consider an applicant or registrant's case, if that member –
  - (a) has knowledge of the facts of the case prior to the consideration of the matter by the Committee; or
  - (b) has sat on a Committee which previously decided a case concerning the applicant or registrant.