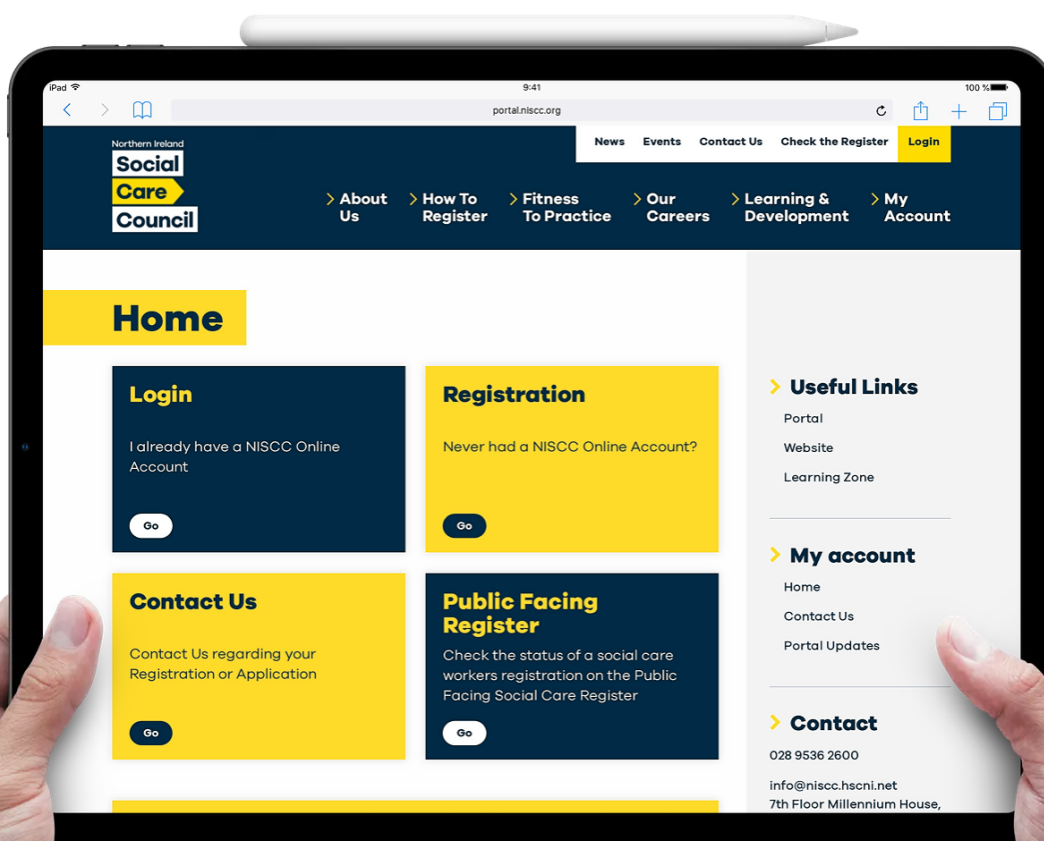


# How to Register with the Social Care Council Online



## Step 1 : Logging into your online portal account or creating your account

# Home

## Login

I already have a Social Care Council Online Account

Go



If you have an existing account click "Go" and login with your username and password.

## Registration

Never had a Social Care Council Online Account?

Go



If you have to create an account click "Go" and enter your personal details to create a username and password.

# Registration

## I am a UK Resident

Create new Social Care Council Online Account

Go



## I am not a UK Resident

Create new Social Care Council Online Account

Go



Click "Go" on the box which is applicable to you, you will then be asked for your personal details and to create your own username and password. Please ensure you save your details for further use.

## Step 2 : Creating an online application form

### Details

Change personal and employment details and upload documents.

Go

### Registration

New Applications or manage your current registration.

Go



Click "Go"  
If you have an application that you have saved and would like to finish see

### I am Not Registered

Complete a new application to join register (for the first time registrant).

Go



### I am Registered

Pay fees, Renew Registration, Update Employment Details, Request Voluntary Removal, Update Registration.

Go

Click "I am Not Registered" if you are applying for the first time. You can also select this when reapplying following a previous removal.

**Step 3 : Read the "What You Need to Know" section before clicking "Continue".**

# Social Care Registration - What You Need To Know

## Registration Application

From here you can apply to register. If you wish to resume an existing application that you have not yet submitted, please go to the [Application History](#) page.

### The Registration Process

We manage each application according to the guidelines set out in the [Registration Rules](#). This is to confirm your suitability to work safely in social care services. For further information you can contact the [Customer Service Team](#) if you need advice about registering.

Click here to find out [why it is important](#) that you are registered with the Social Care Council

Continue



**Step 4 : Enter your personal details making sure to "Save and Continue" once complete.**

# Apply to Register 1

Please check your address details below and make any changes and press 'Save' before continuing to the Application. Entering the first line of your address or your postcode in the first field will show a list of addresses that match, you can select your address and this will automatically populate the boxes below. If your address is not recognised you can manually enter your address.

Name:

N I Social Care Council

Line 1:

7th Floor, Millennium House

Line 2:

19-25 Great Victoria Street

Line 3:

Enter value...

City:

BELFAST

County:

Antrim

Postcode:

BT2 7AQ

Country:

United Kingdom

**Save**

**Continue**



# Start Application

## Choosing your Application

From here you can apply to register. If you wish to resume an existing application that you have not yet submitted, please go to the [Application History](#) page .

During the application you will be asked to select the part of the register you wish to apply for, that is most relevant to your area of work/employment. If you are unsure which part you should apply under, please contact your line manager/employer, who will be best placed to give further guidance and assistance.

### PART 1 - QUALIFIED SOCIAL WORKERS

Qualified Social Worker (Qualified within the UK)

APPLY

Internationally Qualified Social Worker (Outside the UK)

APPLY

### PART 2 - CARE WORKERS

All workers - Including Care Workers, Rehabilitation, Trainees, Welfare Officers, Advocacy & Drivers

APPLY



### PART 2 - CARE MANAGERS

All Care Managers

APPLY

### Student

Student

APPLY

Choose the part of the register that you wish to join by clicking "Apply". You should select your part of the register in conjunction to your job role.

## Step 6 : Guidance Text



### Guidance Text

All applicants must read, understand, and agree to comply with the **NI Social Care Council Standards of Conduct and Practice**

The NI Social Care Council is registered with the Information Commissioner and data supplied by applicants will be processed in accordance with the provisions of GDPR. Click to view the **NI Social Care Council Privacy Statement**

As you make your application, some fields marked \* are compulsory and you must complete them to progress through the form. There are also a number of questions which provide additional guidance by simply hovering your mouse over them.

Before starting your application, please confirm the following:

I agree to comply with the Standards of Conduct & Practice (Social Care Workers) / Standards of Conduct & Practice (Social Workers)\*

☐ Confirmed



I have read the Privacy Statement\*

☐ Confirmed



Next Page »

Save & Exit

Cancel >



Ensure that you read the "Guidance Text" and tick "I agree to comply..." and the "Privacy Statement" boxes, before selecting "Next Page".

## Step 7 : Contact Details



### Contact Details

In this application you will be asked basic questions on your name, contact and employment/qualification details, and also to give details of your disciplinary, criminal offences and health background.

This online application will only ask you questions that are relevant to the part of the register you are applying to. In some cases, you will be asked to nominate an authorised Social Care Council endorser from your employing organisation who will endorse your application.

If you wish to save your application and come back later, you can click "Save & Exit" at any time at the bottom of the page.

Title\*

Forename(s)\*

Surname\*

Your Date of Birth\*

Your Sex\*

Your National Insurance Number\*

Home Telephone Number\*

Mobile Telephone Number\*

Work Telephone Number

Personal Email Address\*

« Prev Page

Next Page »

Save & Exit

Cancel >



Ensure that you have filled in all your contact details before clicking "Next Page".



## Step 8 : Other Names



### Other Names

Have you ever been known by any other names, including your name at birth, or name at work? (e.g married name, maiden name, known as name)\*

Please Choose



« Prev Page

Next Page »



Save & Exit

Cancel >

Please select "Yes" or "No" from the drop down. Then click "Next Page".



### Employment

#### Add New Employments.

Please enter your main employer below. To enter your employment details, in the first box please begin by searching for your organisation's name. In the second box please search for your workplace address.

Search Tips: Remember to type in the name of the Organisation for which you work. For example, if you work for Oakridge Care Home, search for 'Four Seasons Health Care'. If you work through an employment agency, search for the agency's name below. If you are self-employed, enter 'Self Employed'.

Search Organisation\*

Search Workplace


If your organisation is not listed above, please contact [Registration@nisc.hscni.net](mailto:Registration@nisc.hscni.net) with contact details for your new employer. We will verify the employer and will be in touch once this has been added to the system

Job Role / Title\*


Date You Started This Post\*


Work Focus\*

Work Setting\*

Work Type\*



**In this section ensure that you have entered your full employment details for your current organisation. Or the details of the organisation you have been offered a position with pending registration.**



### Verification

In order to complete the registration process, NI Social Care Council needs to be certain of your identity. For this reason, you will need to provide photocopies of an original birth/marriage certificate and one form of photographic identification, e.g. passport/driving licence, verified with a signature and current date by your employer.

At this point you are asked to nominate your verifier. Your verifier will check the originals and then sign the photocopies to confirm your identification.

You will be given an opportunity to submit copies of these verified documents before the end of the application form. Please Note: Newly Qualified Social Workers applying for the Assessed Year in Employment (AYE), do not need to provide ID Documents.

If your verifier is not listed above, please contact [Registration@nisc.hscni.net](mailto:Registration@nisc.hscni.net) with contact details for your new verifier.

If you are self employed, or employed outside social care, you need to name a person equivalent to a senior social care employer who will verify your identity and endorse your application.

Do you know who will verify your ID Documents\*

☒ Yes ☐ No

Select a verifier (Lookup)\*



Job Title

[« Prev Page](#)

[Next Page »](#)



Your verifier is the individual who signs and dates you I.D. documentation. This can be your line manager/supervisor, HR Officer or your endorser.

To your select verifier, by clicking the magnifier icon and select from the list of endorers for your organisation.



### Endorsements

In order to complete the registration process an Endorsement is required. An endorsement assures the NI Social Care Council that there is no reason why you should not be considered suitable for registration. In order to do this, your employer will be asked to endorse your application form.

If you are currently unemployed, are employed outside social care, or your endorser is not listed, please get in touch with us: [Registration@niscc.hscni.net](mailto:Registration@niscc.hscni.net)

Below is a list of endorser from your organisation, based on the information you gave us in the Employment section. Please select one to be your endorser.

Do you know who will endorse your application\*

☐ Yes ☐ No

#### Endorsements - New

Select Endorser Lookup\*



If your endorser is not listed above, please contact [Registration@niscc.hscni.net](mailto:Registration@niscc.hscni.net) with contact details for your new endorser.



All Social Care Council registration applications must be endorsed by an authorised endorser from your employer.

If you know the name of your endorser select "Yes" then click the magnifier icon and select your endorser from the list.

## Step 12 : Confirm what part of the register you are applying for



### Confirm what you are applying for (worker)

Please select the subpart of the register you wish to apply to, that is the most relevant to your job role within your social care employment. The available subparts for your employing organisation, will reflect the part of the register you selected earlier in the application process.

If you are unsure which part you should apply under, please contact your line manager/employer, who will be best placed to give further guidance and assistance

Choose your subpart (worker)\*

« Prev Page

Submit

Click the magnifier in the "Choose your subpart" box and then choose your subpart from the generated list. Once selected click "Submit".

## Step 13 : Qualifications



### Qualifications

Do you hold a qualification in Health and Social Care?

☐ Yes ☐ No



Next Page »



Please indicate if you have qualifications by selecting "Yes" or "No". Once selected click "Next Page".

## Step 14 : Regulatory Bodies



### Regulatory Bodies

Please could you answer the following questions with respect to any NEW registrations you have not already declared to NISCC?

Are you currently, or have you ever been, registered with any UK regulatory bodies? (Not including a previous Social Care Council registration)\*

☐ Yes ☐ No



Have you ever been refused registration with another regulatory body?\*

☐ Yes ☐ No



Are you currently, or have you ever been, registered or licensed by a regulatory, licensing or competent body outside the UK?\*

☐ Yes ☐ No



Has a regulatory or licensing body, in any country, ever applied a sanction, or removed you from a register, or taken away your license to practice for conduct reasons?\*

☐ Yes ☐ No



« Prev Page

Next Page »



Please answer "Yes" or "No" to all of the "Regulatory Bodies" questions, once complete click "Next Page".



### Disciplinary

The Health & Personal Social Services Act (NI) 2001 requires NI Social Care Council to ensure that everyone who is registered is of good character, conduct and competence. You must provide information of your disciplinary record (if any). The NI Social Care Council can refuse to register you if you give false information or have withheld relevant details on your application.

Have you ever been dismissed from any employment or resigned during an investigation or disciplinary proceedings, either within or outside the UK?\*

☐ Yes ☐ No



Are you currently the subject of an investigation by an employer or other organisation, either within the UK or outside the UK?\*

☐ Yes ☐ No



Are there any current or pending disciplinary findings against you, by an employer or other organisation, either within or outside the UK?\*

☐ Yes ☐ No



Are you currently, or have you ever been, subject to fitness to practice/disciplinary proceedings by any other regulatory body/licensing association/competent body?\*

☐ Yes ☐ No



« Prev Page

Next Page »



Please answer "Yes" or "No" to all of the "Disciplinary" questions, once complete click "Next Page".

1

2

3

4

5

6

### Criminal Offences

The Health & Personal Social Services Act (NI) 2001 requires NI Social Care Council to ensure that everyone who is registered is of good character. You must disclose to NI Social Care Council all details of any conviction, caution, binding over, fixed penalty or pending charges. The NI Social Care Council can refuse to register you if you give false information or have withheld relevant details on your application. (You do not need to disclose fixed penalty notices for minor motoring offences).

The Rehabilitation of Offenders (Northern Ireland) Order 1978 allows some criminal convictions to become spent after a fixed period. However, for occupations in social care, the Rehabilitation of Offenders (Exceptions) Order (Northern Ireland) 1979 requires you to declare convictions even if they are spent.

Have you ever been found guilty of a criminal offence in the UK, or any other country?\*

☐ Yes ☐ No



Have you ever received a formal caution, fixed penalty\* or been bound over in the UK, or any other country? (\*You do not need to disclose fixed penalty notices for minor motoring offences.)\*

☐ Yes ☐ No



« Prev Page

Next Page »



Please answer "Yes" or "No" to all of the "Criminal Offences" questions, once complete click "Next Page".



1

2

3

4

5

6

### DBS

The Health & Personal Social Services Act (NI) 2001 requires NI Social Care Council to ensure that everyone who is registered is of good character. You must disclose to NI Social Care Council all details of any conviction, caution, binding over, fixed penalty or pending charges. The NI Social Care Council can refuse to register you if you give false information or have withheld relevant details on your application. (You do not need to disclose fixed penalty notices for minor motoring offences).

The Rehabilitation of Offenders (Northern Ireland) Order 1978 allows some criminal convictions to become spent after a fixed period. However, for occupations in social care, the Rehabilitation of Offenders (Exceptions) Order (Northern Ireland) 1979 requires you to declare convictions even if they are spent.

Do you have a formal charge pending in the UK, or any other country?\*

☐ Yes ☐ No



Have you ever been investigated by social services and/or the police (in the UK or any other country) due to concerns about your care or treatment of a child or vulnerable adult in either your work or home setting?\*

☐ Yes ☐ No



Have you ever been barred from working with children?\*

☐ Yes ☐ No



Have you ever been barred from working with vulnerable adults?\*

☐ Yes ☐ No



Next Page »



Please answer "Yes" or "No" to all of the "DBS" questions, once complete click "Next Page".

1

2

3

4

5

6

### Health

The Health & Personal Social Services Act (NI) 2001 requires NI Social Care Council to ensure that everyone who is registered is physically and mentally fit to be on the Social Care Register. A health condition will not necessarily prevent registration, but we need to be satisfied that you can work safely in social care.

You must answer all of the following questions (and those in the additional health questionnaire if requested to do so) otherwise your application cannot be accepted. The NI Social Care Council can refuse to register you if you give false information or have withheld details on your application.

Do you have one or more of the following physical or mental health conditions?

Please could you answer the following questions with respect to any NEW health conditions you have not already declared to NISCC?

Conditions that may cause seizures or sudden loss of consciousness or sudden physical incapacity\*

☐ Yes ☐ No



A history of substance or alcohol dependence, including dependence for which you are currently receiving or seeking treatment\*

☐ Yes ☐ No



Ongoing mental health issues for which you are currently receiving treatment from a GP or specialist\*

☐ Yes ☐ No



[« Prev Page](#)

[Submit](#)



Please answer "Yes" or "No" to all of the "Health" questions, once complete click "Submit".

1

2

3

### ID Docs

As part of the application process, we require you to provide photocopies of an original Birth/Marriage Certificate and one form of photographic identification, e.g. Passport/Driving License, verified with a signature and current date by your nominated verifier from the previous section. PLEASE NOTE: Student Social Work applications do not require verification.

You can upload these ID Documents directly to NI Social Care Council by browsing below for the scanned file, then clicking the "Confirm and Upload" button.

ID Doc\*

Choose File No file chosen

Clear



You may also upload additional ID documents below if you need to.

ID Document

Choose File No file chosen

Remove

Clear

Add

To upload your verified ID documents, save them to your computer, laptop or phone. Then click the "Choose File" option to upload.

Once your ID documents have been uploaded click "Next Page".

Next Page »



Please Note: You must upload your ID documents before you are able to submit your application in full.

1

2

3

### Equal Opportunities

Information provided in this section will be treated with confidentiality. We 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 care.

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

#### Equal Opportunities

Job Title (of your main employment)

Gender

Date of Birth

Clear

Marital Status

Do you have caring responsibilities for: (cross each box that applies to your circumstances):

Dependents Child (or Children)

☐ Yes

Dependents Older Person

☐ Yes

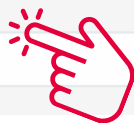
Dependents with a Disability

☐ Yes

Please indicate your community background

What is your religious belief?

Please specify your nationality:\*



Within the "Equal Opportunities" section it is mandatory that you enter your nationality before moving to the "Next Page".

### Personal Declaration

By clicking "Submit" I declare that:

I have read the guidance notes enclosed with this application form.

All of the information I have provided on this form is correct to the best of my knowledge.

I understand that the Northern Ireland Social Care Council can refuse to register me if I have given false information or have withheld relevant details.

I understand that the Northern Ireland Social Care Council may contact me or the people who have verified/endorsed my application about information provided.

I understand that there will be restricted access to relevant data by my Employer, relevant NI Social Care Council Department, DOH and HSCB.

I understand that the Northern Ireland Social Care Council will investigate any allegation of misconduct against me that could call into question my suitability to be registered.

I undertake to tell the Northern Ireland Social Care Council as soon as reasonably practical about:

- any changes to my health that may affect my suitability to work in social care, including in management positions, in social care education and training, and in contact with service users
- any events that call into question my good character such as criminal convictions, criminal proceedings or formal cautions that I receive
- any disciplinary action taken against me
- any changes to my personal details
- any changes to my employment details

I understand that if I fail to tell the Northern Ireland Social Care Council about any changes to the information in my application, the Council may consider this to be misconduct.

I understand that if I fail to provide the Northern Ireland Social Care Council with any further information requested by the Northern Ireland Social Care Council while processing this application, my application will be closed down and the fee will not be returned.

I have read, understand and agree to comply with the NI Social Care Council Standards of Conduct and Practice.

I understand that, in being registered, I will be responsible for upholding and promoting high standards.

I understand that at the end of my registration period I must submit a renewal application.

I agree to complete the NI Social Care Council Post Registration Training and Learning requirements and to show that I have done so when requested to do so.

Declaration:\* 

☐ I have read and agree to the above declaration

« Prev Page

Submit 

**Ensure that you read the "Personal Declaration" and tick the "Declaration" box before clicking "Submit".**

### Unpaid Fees

#### > Useful Links

[Portal](#)  
[Website](#)  
[Learning Zone](#)

[Pay All](#)

#### Adult Residential Care Worker (App Fee) (INV-287376-V2B4K6)

Product	Unit Price	Quantity	Vat	Total	Amount Paid	Balance	Amount To Pay
Adult Residential Care Worker (App Fee)	£30.00	1	£0.00	£30.00	£0.00	£30.00	£ 30.00
				£30.00	£0.00	£30.00	£ 30.00

Amount to pay: £ 30.00

Once you have submitted your application your invoice will appear.

Please click "Pay Now" where you'll be asked to enter your card details.



Please Note: There is a 20 character limit within the card name field. Please enter your name as printed on your card.

## Continuing a Previous Application Form

## Details

Change personal and employment details and upload documents.

Go

## Registration

New Applications or manage your current registration.

Go

[Login to your account.](#)

## Continue Application/View Application History

Open and print previously submitted application and renewals, or continue an existing form.

Go

## Registration Certificate

Download your NI Social Care Council Registration Certificate.

Go

[Go to "Continue Application/View Application History"](#)

## Your unsubmitted applications

Activity	Type	Date Started	Status	
Registration Renewal Applications	QSW Renewal	01/10/2020	Unsubmitted	<div>Continue</div> <div>Cancel Application</div>

## Application Stages

Application Stage Name	Created On	Status	
Renewal Application	01/10/2020 05:34:17	In Progress	View / Complete submission