



Chair Membership of the Northern Ireland Social Care Council's Registration and Fitness to Practise Committees

Guidance Notes for Completion of Application Form

March 2022

Guidance Notes

The following notes are designed to help you provide the relevant information when completing your application form. You should read these notes and the Information Pack carefully before completing the form.

Part 1: Your Personal Details

Please give full details of your home address, work address if you have one and other contact details.

Part 2: References

Please give details of two referees who would be prepared to comment on your suitability for the position. One reference should be from someone who has, or has had, contact with you in a professional or business capacity. They will be expected to have confident and authoritative knowledge of your achievements. Referees will only be contacted if your application is successful.

Part 3: Relevant Experience

This section requires you to list details of your previous experience. This can include relevant employment, public appointments, voluntary work, community work or caring responsibilities. It is important that you include both professional and personal life experience that could be relevant to the selection criteria.

Part 4: Suitability for Appointment - Essential Criteria

In this section of the application form, you should set out clearly how you meet the essential criteria for the post. You should refer to the Personnel Specification in the Information Pack and interpret the essential criteria according to your experience. This could include activity within your working life and / or any personal experience which could be relevant. The information which you provide will be assessed during shortlisting for interview.

It is important to remember that the Northern Ireland Social Care Council (Social Care Council) is interested in what you have done individually as well as part of a team. To complete this section effectively, you need to demonstrate the relationship between the examples you will use and the relevant selection criteria. You should bear in mind the following points:

- Use actual examples rather than how you *would* do something;
- Use examples from your working life and / or from your personal life, including any voluntary or community work experience;
- Ensure that you address all of the essential criteria, although you may find that one example is relevant to several of the essential criteria;
- If it was a team activity, ensure that you focus on *your* role in that;
- Avoid descriptions of personal beliefs;
- Focus on your achievements and results.

Part 5: Registration Details

The NISCC (Registration) Rules and Fitness to Practise Rules require Chairs to be lay people. This section requires you to confirm that you are not registered with the Social Care Council either as a social worker or a social care worker. If you are registered, or are eligible to be registered, you may not apply for the position of Chair.

Part 6: Referrals / Convictions / Offences

In this section, you are asked to confirm if you have ever been the subject of fitness to practise proceedings as a registered professional with another regulatory body. If you have been, you must provide full details. This includes information on any referrals to the Independent Safeguarding Authority and / or the Disclosure and Barring Service as a result of misconduct or alleged misconduct involving children and / or vulnerable adults.

You must also include information on any offences either in the past or which are still pending.

Part 7: Disability

The Social Care Council actively encourages applications from people with disabilities. Reasonable adjustments can be made to facilitate completion of the application form, attending the interview or participating in the Committee process.

Part 8: Conflict of Interest

In this section, you are asked to provide information regarding interests that you or your immediate family have that might be construed as being in conflict with appointment to a Committee. Some examples of this might include being related to an existing Social Care Council employee or a member of its Board. Any close personal relationships with the Social Care Council and / or other Committee Members should be declared at application. Other examples might include additional work in which you are engaged which could be viewed as conflicting with the work of the Social Care Council Registration and Fitness to Practise Committees. If you are unsure if your circumstances constitute a conflict of interest, you should complete this section giving the panel as much information as possible.

Applicants are required to complete an additional form on Conflicts of Interest at Appendix 1.

Part 9: Declaration

You should ensure that you read, understand and sign the declaration in this section.