

Northern Ireland

Social

Care

Council

Northern Ireland Social Care Council

**‘My Portal’ Guide for
employer (2023)**

Northern Ireland Social Care Council 'My Portal' Guide (2023)

This Guide will highlight what you can do to make the best use of the portal as an endorser and/or employer.

You can access your account from the Social Care Council website homepage by selecting 'My Portal' or my using this link: portal.niscc.org.

Dashboard overview

Below is the front page of your Social Care Council endorser/employer profile. Here you have a number of options to facilitate your role as an endorser, of if you are an employer looking for information about your staff.

The dashboard is a grid of colored tiles, each with a title, a brief description, and a 'View' or 'Apply' button. Callout boxes with arrows point to specific tiles, providing detailed explanations of their content.

- My Registration:** you are not registered. Apply now to become a Registrant. [Apply]
- My Details:** Joe Bloggs, jbloggs@org.hscni.net. [Edit]
- Overdue Registrants:** 10 Overdue Annual Fees, 37 Overdue Renewal.
- My Organisation:** 2898 Registrants. [View]
- Applications for Endorsement:** 0 Applications. [View]
- Registrants Due Soon:** 65 Registrants due for renewal soon, 82 Registrants with Fees due soon.
- My Fees:** You have no outstanding invoices.
- Service Updates:** [View]
- Removed:** 129 Registrants removed within the last 12 months. [View]
- Organisation Applicants:** 21 Applications In Progress. [View]
- Assessed Year of Employment:** [View]
- Professional in Practice:** [View]

My details: Area to update personal and employment details.

Overdue registrants: List of staff who have past their due date for payment of annual fee or renewal of their registration including fee.

Registrants due soon: List of registrants with renewal and annual fees due within the next 30 days.

My Organisation: Overview of staff currently working in your organisation.

My fees: List of outstanding fees you may have.

Applications for endorsement: List of applications where the applicant has selected you to endorse their application form on behalf of your organisation.

Removed: List of employees who have been removed from the Social Care Council register within the last 12 months.

Organisation applications: List of people who have applications pending for your organisation.

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My Details

Below is the 'My Details' page where users have a range of options to update personal and job relevant information. Keep this area up to date to ensure you are contactable.

Update My Details

You are currently logged in and have the following options.

- View My Account Details**
Change your Password or View account details, including your registration number.
- Update my Contact Details**
Update your e-mail address, telephone number & home address.
- Change of Name**
Tell NISCC about changes to your name by marriage or Deed Poll.
- Upload a Document**
Send NISCC Electronic copies of your ID documents, PRTL audit evidence & change of name evidence.
- Update Employment Details**
Notify NISCC of new or additional social care employments, update your work address or job title, identify your main/primary employer.

View My Account details: Update account information and update your 'My Portal' password.

Update my contact details: Keep this area up to date to allow the Social Care Council to contact you when necessary.

Change of name: Update your legal name if necessary.

Upload a document: Sometimes you may need to upload a document to back up an application or in certain circumstances like a name change.

Update employment details: If you have any further employments you can register them here.

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Overdue registrants

Overdue annual fees

Here is a list of employees that are currently registered with the Social Care Council with overdue fees, within the last 12 months.

Annual fee date – is a fee that is due to be paid yearly to maintain registration. If an annual fee date is in the future, you will need to click 'View Details' to see their old invoice as this indicates they may now have two outstanding invoices.

The screenshot shows the 'Registrants with Outstanding Fees' interface. At the top right, there is an 'Organisation' dropdown menu set to 'BELFAST HEALTH'. Below this is a 'Key Notes' dropdown. The main content area features a semi-circular gauge chart with two segments: a larger teal segment and a smaller green segment. Below the chart is a 'Download as CSV' button. Underneath the chart is a table with columns for 'Outstanding Invoice Date' and 'DOB'. The table contains three rows of data, each with a 'View Details' button to its right. Callout boxes provide instructions: 'Download as CSV' explains that there are two buttons, one for the chart and one for the full list; 'Employee details' points to the table; 'Outstanding fee breakdown' points to the chart; and 'View details' points to the 'View Details' buttons in the table.

Download as CSV: Download the chart for Microsoft Excel. There is a second 'Download as CSV' button which will download your entire list.

Employee details: Information about the employee with the outstanding fee.

Outstanding fee breakdown: Highlight this chart to show the number of staff with outstanding fees over the next two months.

View details: Comprehensive information about the employee and their fees. **

Outstanding Invoice Date	DOB	View Details
17/09/2021	18/08/1978	View Details
26/09/2021	19/05/1995	View Details
09/09/2021	25/11/1979	View Details

**See View Details to view additional registrant information.

Common Question? In my view the date does not change even though my staff have told me they have paid or renewed. – the 'My Portal' does not update dates of due or overdue fees and renewals or on registration certificates until the due date is passed.

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Registrants overdue renewal of registration

Here is a list of employees that are currently registered with the Social Care Council who have an overdue Renewal within the last 12 months.

Renewal – a renewal form is due to be completed every three or five years depending of which part of the register you are on. (Qualified Social Worker and Social Care Managers - three years and Social Care Workers – five years).

A renewal fee should accompany the form and will only be available to pay after the form is submitted.

The screenshot shows the 'Registrants Overdue Renewal' page. At the top right, there is a dropdown menu for 'Organisation' set to 'BELFAST HEALTH'. Below this is a 'Key Notes' section. The main feature is a semi-circular gauge chart showing the breakdown of overdue renewals by work setting. A tooltip for 'Part 1 - Qualified Social Worker: 14' is visible. Below the chart is a 'Download as CSV' button. At the bottom, there is a table of registrants with columns for First Name, Surname, Registration, Part, Sub-Part, Renewal Date, and DOB. Each row has a 'View Details' button.

Organisation dropdown: Click here to select the organisation.

Download as CSV: Download the chart for Microsoft Excel. There is a second 'Download as CSV' button which will download your entire list.

Overdue renewal breakdown: Highlight this chart to show the number of staff with overdue renewals and their current work setting.

Employee details: Information about the employee with the outstanding fee.

View details: Comprehensive information regarding the employee and their fees. **

First Name	Surname	Registration	Part	Sub-Part	Renewal Date	DOB	
			Part 2	Adult Residential Care Worker	12/05/2021	09/07/1969	View Details
			Part 2	Adult Residential Care Worker	09/12/2020	06/03/1967	View Details
			Part 2	Adult Residential Care Worker	13/02/2021	19/01/1970	View Details

**See View Details to view additional registrant information.

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View details – Registrant details

Portal details – View registrants' portal details including username, email and last login date.

View registration details – Access to *Certificate of registration and compliance* details.

Employment details – End the record of employment for staff no longer employed at your workplace.

Invoices – No invoice will be due until a Renewal Form is completed by the registrant, at which point a fee will generate. A renewal process is not complete until both application and fee are received.

The employee names and date of birth can be seen here. Also, information on the users email address and user name is viewable.

Last login date: See the last time a user viewed their profile.

First Name	Surname	Date of Birth	Email Address	User Name	Last Login Date
					10/09/2021

Registration Details

Part	Sub-Part	Annual Fee Date	Renewal Form Date	
Part 1	Qualified Social Worker	19/07/2022		View Certificate
Student	Student	17/09/2022		View Certificate

Registration details: Allows you to view the registration certificates of staff as well as giving as breakdown of the employment details and the annual fee date for next renewal.

Compliances: List of compliance met including relevant dates information.

Compliances

Condition Type	Description	Date Imposed	End Date
AYE		02/08/2021	02/08/2022

Employments: Information about the role the registrant has within your organisation.

Employments

Organisation	Job Title	Work Type	Work Setting	Work Focus	Started On	Workplace	
BELFAST HEALTH & SOCIAL CARE TRUST	Band 5 Social Worker	Employed in Social Care	Fieldwork/Community	Older People	02/08/2021	BELFAST HEALTH & SOCIAL CARE TRUST - Main Organisation Address - Arches Integrated Care Team Antrim BT4 1NS	No Longer In Post

No longer in post: Button to update information to remove user from organisation if they no longer work there.

Unpaid fees: List of fees due by individual. Reference code highlighted as well as invoice date and fees outstanding.

Unpaid Fees

Invoice Name	Reference	Invoice Date	Outstanding Balance
Student (18/09/2021 - 17/09/2022)	3373114f-1830-ec11-819a-0050569c25e9	17/09/2021	20.00

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Registrants due soon

Registrants due to renew

Here is a list of employees that are currently registered with the Social Care Council who have a renewal due within the next 30 days.

Renewal – a Renewal Form is due to be completed every three or five years depending of which part of the register you are on. (Qualified Social Worker and Social Care Managers - three years / Social Care Workers – five years).

A renewal fee should accompany the form and will only be available to pay after the form is submitted.

Organisation dropdown: Click here to select the organisation.

Organisation: BELFAST HEALTH

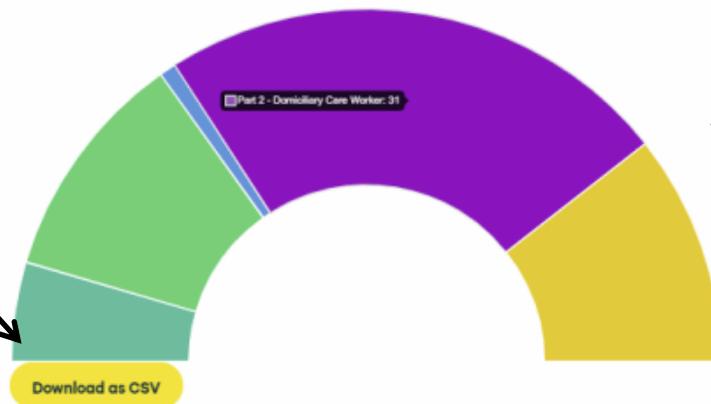
Registrants Due to Renew

Here is a list of employees that are currently registered with the Northern Ireland Social Care Council who have a Renewal due within the next 30 days.

Key Notes:

Download as CSV: Download the chart for Microsoft Excel.

There is a second 'Download as CSV' button which will download your entire list.



Overdue renewal breakdown: Highlight this chart to show the number of staff with overdue renewals and their current work setting.

Employee details: Information about the employee with the outstanding fee.

Search	First Name	Surname	Registration Number	Part	Sub-Part	Renewal Date	DOB	View
								View
								View

View details: Comprehensive information about the employee and their fees. **

**See View Details to view additional registrant information.

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Registrants with fees due

Here is a list of employees that are currently registered with the Social Care Council. The list below shows Annual fees that are due within the next 30 days.

Annual fee date – A fee that is due to be paid yearly to maintain registration. If an annual fee date is in the future, you will need to click 'View Details' to see their old invoice as this indicates they may now have two outstanding invoices.

Organisation dropdown: Click here to select the organisation.

Download as CSV: Download the chart for Microsoft Excel. There is a second 'Download as CSV' button which will download your entire list.

Employee details: Information about the employee with the outstanding fee.

Outstanding fee breakdown: Highlight this chart to show the number of staff with outstanding fees over the next two months.

View details: Comprehensive information about the employee and their fees. **

Table Data:

First Name	Surname	Registration Number	Upcoming Invoice Date	DOB	Action
			19/11/2021	04/06/1977	View Details
			26/10/2021	05/02/1970	View Details
			02/11/2021	20/11/1966	View Details

****See View Details to view additional registrant information.**

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Organisation applicants

Below is a list of employees from your organisation that have submitted an application form to the Social Care Council. This area allows the user to track the progress.

Application status

In progress – Means that the application is awaiting endorsement, identity information or payment.

Processing – Means that endorsement, identity information and payment have been received. The form is being processed by the Registration Team.

Unsubmitted - Forms that have not yet been submitted to the Social Care Council will not show in the list below. Once submitted the status will show as 'In Progress'.

The screenshot shows the 'Organisation Applicants' page for 'BELFAST HEALTH'. It includes a 'Key Notes' dropdown, a semi-circular chart, a search bar, and a table of registrants. Callout boxes provide instructions for each feature:

- Organisation dropdown:** Click here to select the organisation.
- Overdue renewal breakdown:** Highlight this chart to show the number of staff with overdue renewals and their current work setting.
- View details:** Comprehensive information about the employee and their fees. **
- Employee details:** Information about the registrants.
- Download as CSV:** Download as CSV: Download the chart for Microsoft Excel. There is a second 'Download as CSV' button which will download your entire list.

Full Name	Date of Birth	Part	Sub-Part	Application Date	Application Status	In Progress Status	View Details
				26/09/2021	In-Progress	Awaiting Endorsement / ID	View Details
				07/09/2021	Processing		View Details
				15/09/2021	On-Hold	Awaiting Endorsement / ID	View Details

**See View Details to view additional registrant information.

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Removed – Registrants removed

Here is a list of employees that have been removed from the Social Care Council register within the last 12 months. If an Individual in the list no longer works for your organisation, you can click 'my details' and end the employment record.

The screenshot shows the 'Registrants Removed' page for Belfast Health. At the top right, there is an 'Organisation' dropdown menu currently set to 'BELFAST HEALTH'. Below this is a heading 'Registrants Removed' followed by a descriptive paragraph. A 'Key Notes' dropdown is visible. The main feature is a semi-circular donut chart showing the breakdown of removed registrants by category. A tooltip for 'Part 2 - Adult Residential Care Worker: 42' is shown. Below the chart is a 'Download as CSV' button. At the bottom, there is a search bar and a table of registrants with 'View Details' buttons for each row.

Organisation dropdown: Click here to select the organisation.

Download as CSV: Download the chart for Microsoft Excel. There is a second 'Download as CSV' button which will download your entire list.

Overdue renewal breakdown: Highlight this chart to show the number of staff with overdue renewals and their current work setting.

Employee details: Information about the registrants.

View details: Comprehensive information about the employee and their fees. **

Name	Registration	Registration	Date Removed	Reason Code	DOB	Conditions exist?	View Details
			19/10/2021	Non-Payment	27/10/1994		View Details
			19/10/2021	Non-Payment	18/08/1978		View Details
			19/10/2021	Non-Payment	25/11/1979		View Details

***See View Details to view additional registrant information.*

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Applications for endorsement

Below is a list of applications where the applicant has selected you to endorse their application form on behalf of your organisation.

If there are errors and/or you do not wish to endorse any of the applications listed below, please contact the Social Care Council by emailing: registration@niscc.hscni.net.

Organisation dropdown: Click here to select the organisation.

My endorsements to complete: List of endorsements to be actioned upon as well as relevant information.

Endorse now: Endorse the employee and process the request.

View application: You can click 'View Application' to see the details of the application.

Endorsement details: Information about the endorsements that haven't been processed that are pending.

Applications for Endorsement

Below is a list of applications where the applicant has selected you to endorse their application form on behalf of your organisation.

Organisation: BELFAST HEALTH

My endorsements to complete

There are no records to display.

Other endorsements for my Organisation

Organisation	Application Type	Applicant	Date Received	Days Waiting	
BELFAST HEALTH & SOCIAL CARE TRUST	Part 2 Registration Application - Workers - New			258	View Application Endorse Now
BELFAST HEALTH & SOCIAL CARE TRUST	Part 2 Registration Application - Workers - New			202	View Application Endorse Now

View application

By clicking 'View Application' you can see details presented by potential registrants. Click on 'View/Complete submission' to process the relevant document/information provided.

View Application

Application Stage Name	Created On	Status	
Personal Details & Employment - New	26/02/2021 10:06:41	Submitted	View / Complete submission
Qualifications & Declarations - New	26/02/2021 10:06:43	Submitted	View / Complete submission
Verification, Endorsement & Declaration - Part 2 Worker Applications - New	26/02/2021 10:06:44	Submitted	View / Complete submission

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List of applications for endorsement

Here is a list of employees that are currently registered with the Social Care Council in your organisation.

The screenshot shows the 'Manage your Registrants' interface. At the top right, there is an 'Organisation' dropdown menu currently set to 'BELFAST HEALTH'. Below this is a 'Key Notes' dropdown. A yellow 'Download as CSV' button is positioned below the dropdowns. A search bar is located above a table of registrants. The table has columns for Name, Registration Number, Registration Date, Next Annual Fee Date, Next Renewal Fee Date, and DOB. Each row in the table includes a yellow 'View Details' button. Callout boxes provide instructions: one for the 'Organisation dropdown', one for the 'Download as CSV' button, one for the 'View Details' button, and one for the table content.

Organisation dropdown:
Click here to select the organisation.

Download as CSV: Download the chart for Microsoft Excel.
There is a second 'Download as CSV' button which will download your entire list.

Employee details:
Information about the registrants.

View details:
Comprehensive information about the employee and their fees. **

Name	Registration Number	Registration Date	Next Annual Fee Date	Next Renewal Fee Date	DOB	Conditions Exist?
				25/02/2022	15/02/1978	View Details
				17/05/2023	28/12/1999	View Details
				07/04/2022	24/02/1967	View Details
				02/06/2023	04/03/1962	View Details

***See View Details to view additional registrant information.*