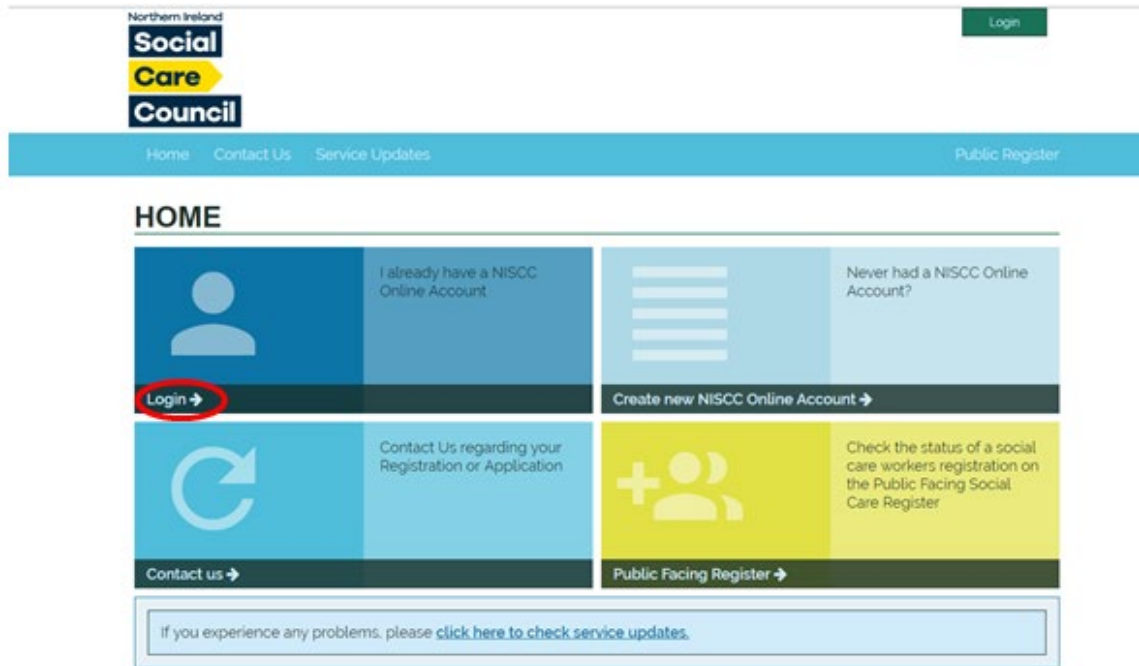


PROFESSIONAL IN PRACTICE

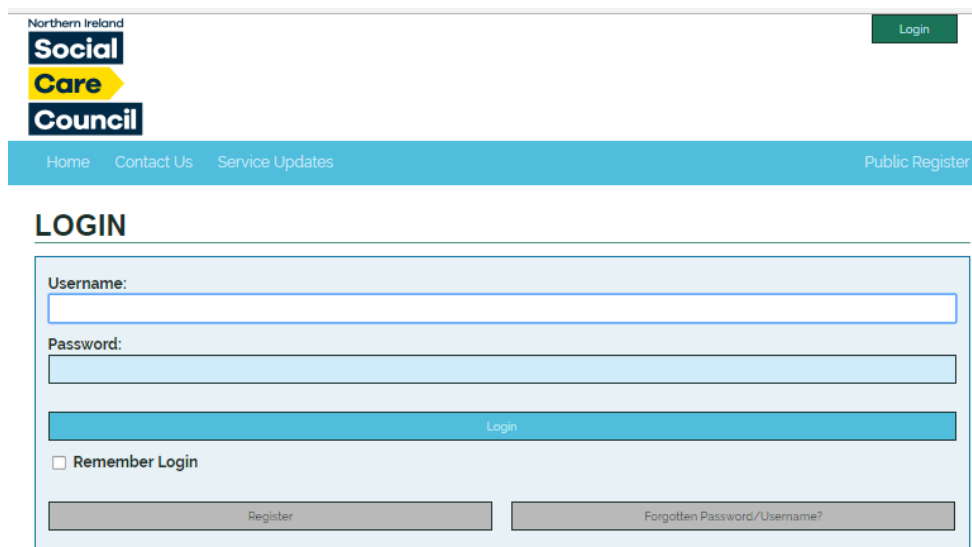
Individual Assessment Route Guidance for Candidates

Log in to your Northern Ireland Social Care Council online portal account



<https://portal.Northern Ireland Social Care Council.org>

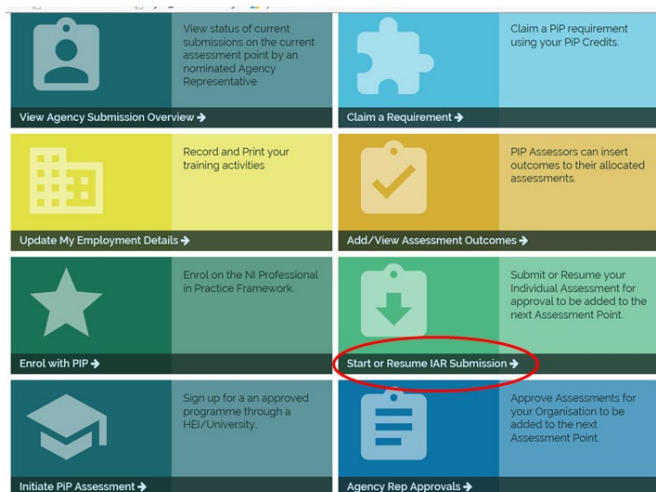
Enter your username and password. If you have any difficulties logging in to your portal account please call 028 9536 2954/55/56/51



Access the PiP Section by clicking on the 'Professional in Practice' tile – see below



This will bring you to the screen below where you will click on the 'Start or Resume IAR Submission' icon



If you need to leave your Submission application to check other details and return at a later stage – it will be available in your ‘Resume IAR Application’ - see below

The screenshot shows the Social Care Council website interface. At the top, there is a navigation bar with links for Home, Contact Us, Service Updates, My Details, and Public Register. The main heading is "START AN INDIVIDUAL ASSESSMENT ROUTE SUBMISSION". Below this, it says "USE THE LINKS BELOW TO START / RESUME YOUR IAR APPLICATION". There are two links: "Start a New Individual Assessment - Online Form" and "Resume your IAR Assessment". The "Resume your IAR Assessment" link is circled in red. At the bottom, there is a footer with sections for INFORMATION, HELP & SUPPORT, ORGANISATION, and SOCIAL LINKS.

Please read the **Guidance on the first page of the Submission Section** before you proceed

The screenshot shows the "Guidance on your IAR Submission" page. The title "GUIDANCE ON YOUR IAR SUBMISSION" is circled in red. Below the title, it says "PLEASE NOTE:". The main content includes instructions on how to save progress, submit the form, and the submission points for the Individual Assessment Route. It also lists the components that must be included in each submission.

Guidance on your IAR Submission | Employment Details

Award & Requirements

GUIDANCE ON YOUR IAR SUBMISSION

PLEASE NOTE:

The IAR Application will timeout after 10 minutes of inactivity. You can now save your progress by clicking "Save and Exit" on the form. This will allow you to Resume the form at a later date.

To submit your form you must ensure you click "Submit" once complete.

Please ensure you have all relevant information required to complete the application BEFORE you begin.

Please refer to the PIP IAR Handbook for further information. **IAR Handbook**

The Professional In Practice Assessment Panel provides two Submission Points per year within the Individual Assessment Route:

- Submission Point One – the first Monday in March
- Submission Point Two – the first Monday in October

Your submission must be received by the first Monday in March or October to be considered for that assessment point, otherwise it will be held until the next assessment point.

Each submission must include:

- Introduction to the agency, role and candidate
- Statement of confidentiality
- Statement of service user/stakeholder consent
- Work to be assessed
- Up to date references section
- Line Manager's verification report

Candidates are responsible for ensuring that submissions include all the necessary components. Submissions will not be assessed if they are incomplete.

Check that your Employment details are correct; update accordingly – **Please ensure that you complete the last two questions with a ‘Yes’ or ‘No’ otherwise when you submit at the end it will refer you back to these two questions for a response.**

EMPLOYMENT DETAILS

You can find the current employment details that NISCC hold for you below. Please make sure your employment details are up to date.

Organisation
Northern Ireland Social Care Council

Workplace Address
Northern Ireland Social Care Council - Main Organisation Address - 19-25 Great Victoria Street, County Antrim BT2 7AQ

Job Role / title
Professional Advisor

Start Date
01 April 2014

Work Focus*
Training/Education/Governance

Work Setting*
Government/Learning/Development

Is this your Primary employment in Social Care? (e.g. the post where you spend most of your time)*
 Yes No

Have you left this employment?
 Yes No

Do you hold any other posts in Social Care?
 Yes No

[Save & Exit](#)

Please complete this section making sure you select the Award from your record that you want the Requirements to be Assessed in – see below

AWARD & REQUIREMENTS

All fields marked with (*) are mandatory and must be completed before submission.

Award & Requirements

Please choose an Award type*
NI Specialist Award

NI Specialist Award Enrolment

Please Select

- Margaret Sharon McAteer-NI Specialist Award-Addiction-1 - Addiction
- Margaret Sharon McAteer-NI Specialist Award-Dementia-1 - Dementia
- Margaret Sharon McAteer-NI Specialist Award-Education/Training-1 - Education/Training
- Margaret Sharon McAteer-NI Specialist Award-Initial Professional Development-1 - Initial Professional Development

Is this
 Yes No

Requirements
 (Please select **all** requirements that you are submitting)

[Save & Exit](#)

Complete the rest of the fields on the form appropriately - please note that to add further documents after you respond 'Yes' to the first upload question, use the 'Add' button which will appear – see below

NB Max Document size is 28mb

You must upload your submission, AND your "Statement of Confidentiality and Client's Consent" AND your "Line Manager/Professional Supervisor's Report" using the button below (please keep these as one file)

Please upload*
Browse...
(Max Size: 28mb)

Do you wish to upload further documents for your IAR submission?
 Yes No

Additional IAR Documents

Additional IAR Document Upload Detail
Browse...
(Max Size: 28mb)
Remove Clear

Add ← Click to add additional items

NISCC will use anonymised samples of submissions for training purposes. If you do not wish your submission to be used for this purpose, please tick this box

Remove Clear

Add

When you have completed all of your uploads hit the 'Submit' button

Do you wish to have your submission academically marked?*
Please Choose

By submitting this piece of work, I confirm that this submission complies with the Word Count Policy and contains the following:

Word Count (please specify)*

You must upload your submission, AND your "Statement of Confidentiality and Client's Consent" AND your "Line Manager/Professional Supervisor's Report" using the button below (please keep these as one file)

Please upload*
Browse...
(Max Size: 28mb)

Do you wish to upload further documents for your IAR submission?
 Yes No

NISCC will use anonymised samples of submissions for training purposes. If you do not wish your submission to be used for this purpose, please tick this box

Remove Clear

Add

← Prev Page **Submit**

You should receive an email indicating your submission has been successful – if not contact the Social Care Council office on one of the numbers above.