

If you have any queries about registration, or you need advice on any of our policies, contact the NISCC Registration Team

You can contact us by writing to:

Northern Ireland Social Care Council
Registration Team
7th Floor
Millennium House
19-25 Great Victoria Street
Belfast
BT2 7AQ

By telephone:

Registration Helpline: 028 90 417633
Main Switchboard: 028 90 417600

By email:

registration@niscc.n-i.nhs.uk

By fax:

028 90 417601

By textphone:

028 90 239340

There's more information about the Northern Ireland Social Care Council on our website:

www.niscc.info



Now You Are Registered

Congratulations. You are now a registered social care worker on the Northern Ireland Social Care Register.

Registration shows that you have met the criteria of the Northern Ireland Social Care Council for working in social care and that you have made a personal commitment to adhere to the standards set out in the Codes of Practice for Social Care Workers.

Being registered will demonstrate to others your professional levels and abilities. The benefit of registration to your profession is that it will bring increased status to the workforce, which should in turn lead to improved recruitment, retention and morale. Registration also benefits service users and the public by promoting high standards in social care services and confidence in them.

The Code of Practice for Social Care Workers

The Code of Practice for Social Care Workers describes in detail the standards of professional conduct and practice required of social care workers once they are registered. By signing the declaration on your application form you confirmed that you have read, understood and agreed to comply with the code. By agreeing to comply with the code you are responsible for upholding it at all times.

The Northern Ireland Social Care Council will investigate any conduct that calls into question the suitability of a registered social care worker to remain on the Social Care Register. This includes the investigation of any alleged breach of the code.

Conditions placed on registration

If a condition or conditions have been placed on your registration, the Notice of Decision from the Registration Committee, and your letter of Registration will contain more information about this and what you need to do about it.

From 2006 newly qualified social work graduates are required to successfully complete an Assessed Year in Employment (AYE). Further information on this is available from our website.

Renewal of registration

Subject to suspension or removal from the register your registration remains effective for a period of three years. Your registration period starts from the date you are registered which is detailed on your certificate of registration.

No later than twenty-eight days before your registration period ends we will send you a notice telling you that your registration with the Council is about to run out. This notice will be sent to you at your nominated address for correspondence. We will send you a registration renewal pack at the same time.

Renewal of registration is not automatic. You will need to show that you continue to be suitable for work in social care in the same way that you satisfied us at the time of your original registration. We will only grant an application to renew registration where:

- We have received satisfactory evidence of your continued good character, good conduct, good health and competence;
- We have received satisfactory evidence that you have completed post-registration training and learning; and
- We are satisfied that you have satisfactorily fulfilled any condition or conditions attached to registration;
- You have paid your registration fee.

Post-Registration training and learning

The Northern Ireland Social Care Council Registration Rules specify the post-registration training and learning requirements which you must meet as a condition of continued registration, irrespective of whether you are:

- Directly employed in social care;
- Employed in social care by an employment agency;
- Employed outside social care;
- Self-employed;
- On a secondment; or
- Currently unemployed.

The Registration Rules state that:

- Every social care worker registered with the Council shall, within the period of registration, complete 15 days [90 hours] of study, training, courses, seminars, reading, teaching or other activities which could reasonably be expected to advance the social care worker's professional development, or contribute to the development of the profession as a whole;
- Every social care worker registered with the Council shall keep a record of post registration training and learning undertaken;
- Failure to meet the foregoing post registration training and learning requirements may be considered misconduct by the Council (and will affect your ability to renew your registration).

What sort of post-registration training and learning activities should I undertake and how much?

Registration rules state that a range of activities may be used to meet the post-registration training and learning requirements. The type of activity stated as acceptable is deliberately general because it is recognised that there are many ways for registrants to continue to learn and develop. We expect that you will select training and learning activities on the basis of the nature of your current employment and your plans for career progression, your preferred learning style, and the learning opportunities available to you. For example, you might attend a course or a conference, or you could arrange opportunities to shadow the work of a colleague in a related team or profession, negotiate protected time to research latest policy and good practice developments in your field of practice, and/or undertake a piece of research related to your practice.

It is expected that the activity undertaken to meet post-registration training and learning requirements will form part of your wider professional development. The requirement of 15 days or 90 hours should be treated as a minimum rather than a maximum requirement. Registrants who are undertaking formal certificated, vocational or post-qualifying awards may use these studies as evidence of meeting post-registration training and learning requirements.

The amount of training and learning set down in the registration rules is stated in days (15) and hours (90) to show that the time does not have to be made up of full days of activity. The 15 days or 90 hours must be completed within the three-year registration period. It is acceptable for you to complete all 15 days or 90 hours of training and learning in one of the years of the registration period. It is equally acceptable for you to undertake 5 days or 30 hours of training and learning during each year of the three- year registration period.

Keeping a record of post-registration training and learning

All registered social care workers will be required to keep a record of having successfully met post-registration training and learning requirements.

Guidance notes and a format for recording post-registration training and learning is included with this registration pack and should be completed and returned when you apply to renew your registration. Additional copies are available on our website for downloading.

At the point of renewal, NISCC may ask you to provide evidence that you have taken part in such activities. You should retain evidence of all your training and learning activities.

The role of employers in post-registration training and learning

Under the Code of Practice for Employers of Social Care Workers, employers are expected to assist registered workers to continue their professional development. Now that your registration is confirmed it is important that you discuss and plan with your employer how you will meet your post-registration training and learning requirements.

We expect that the post registration training and learning activities you undertake will be consistent with the aims and objectives of your employing organisation and the role you fill within it. This is so that you can build on your knowledge and experience and enhance your expertise in your current area or areas of practice. It is, important, therefore, that you discuss and agree training and learning aims and objectives with your employer and how the activities you undertake can both support your personal training and learning needs and the needs of the organisation you work for.

Conduct

Registered social care workers agree to abide by the NISCC's Code of Practice for Social Care Workers as a condition of their registration. The code of practice is the benchmark of good practice for all registered social care workers. Social care workers who breach the code of practice could be removed from the register through the conduct process.

Under the Health and Personal Social Services Act (NI) 2001, the NISCC has responsibility to investigate any registered social care worker who has allegedly breached the Council's codes or brought their registration into question. We will not investigate matters that are the responsibility of your employer, for example, sickness absence or timekeeping.

Any investigation that the Northern Ireland Social Care Council undertakes will be carried out in accordance with the Northern Ireland Social Care Council (Conduct) Rules. These rules are available on the NISCC website at www.niscc.info

Any investigation that the NISCC carries out will be treated in confidence and with professional impartiality. Those being investigated will retain their statutory rights of access to personal information under the Data Protection Act 1998. In addition the NISCC will uphold the rights of any person being investigated in accordance with the Human Rights Act 1998, ensuring that innocence is presumed before guilt, and that matters are dealt with in a timely manner.

If you would like further information about the NISCC's conduct procedures this is available on the NISCC website at www.niscc.org.uk. Alternatively, you can write to or phone the NISCC Registration Team at Millennium House. Contact details can be found on the back page of this leaflet.

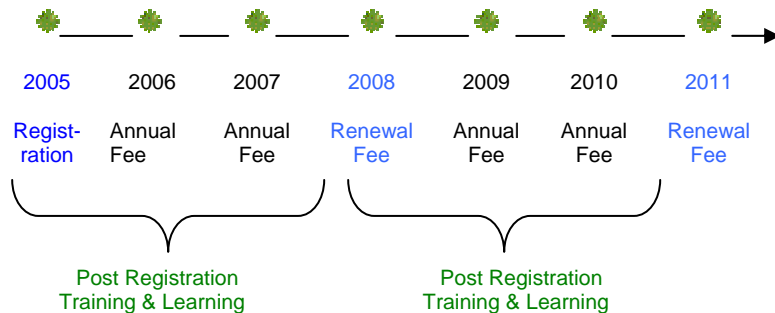
Fees

Annual Fee

An annual fee is due each year, with the exception of every third year, when you pay your renewal fee. (See below for an example of registration that began in 2005). Twenty-eight days before your annual fee is due, we will send you a reminder notice. Failure to pay your annual fee will result in a referral to the Registration Committee, who may decide to remove you from the NISCC Register.

Renewal Fee

Registration is for a period of three years. Each time you renew your registration, you must pay a renewal of registration fee.



Always keep your details up-to-date

It is very important that you let us know about changes to the information we hold about you. This will help us make sure that we keep the register up to date and protect the users of social care services.

You must let us know about changes to your:

- Name (including title);
- Home address;
- Address for correspondence;
- Work address;
- Employment;
- Registration with a relevant UK regulatory body;
- Disciplinary record;
- Criminal record; or
- Health.

How to let us know

Write to us with details of the changes in your circumstances. A 'Change in Circumstances' form may be downloaded from our website, completed and returned to the Registration Team.

You can help us by including a photocopy of any documents that provide evidence of the change you tell us about.

For example :

Change
Name change after marriage

Document
Photocopy of your marriage certificate

Disciplinary proceedings

Employer's letter describing the proceeding and outcome.