

Guidance notes for endorsing applications to the NI social care register



for social workers trained and qualified outside the UK

Note to applicant:

Please pass this guidance note to your endorser with your application form when you have completed Sections 1 to 6.

Data protection

Any information you give us will be stored in compliance with the Data Protection Act 1998. The Act includes the statutory right of access to personal information.

Registration helpline

You can contact the registration helpline for help with any section of the application form.

Open Monday to Friday – 10.00 to 12.00 and 14.00 to 16.00

Telephone: **+44 (0)28 9041 7633**

Email: **registration@nisocialcarecouncil.org.uk**

Website: **www.niscc.info**

Guidance for the endorser

We ask the applicant to get independent endorsement of their application so that we can:

- be sure of their identity;
- be sure of the authenticity of their qualification document;
- receive assurance that the information they have provided about their character and conduct is correct; and
- receive assurance from their social care employer or an equivalent source that there is no reason why they should not be considered suitable for registration on the Social Work part of the Social Care Register.

Translation

If you cannot read or understand English you can use the services of an independent translator, at the applicant's cost. The translator can help you read any of the documents and fill in Section 7 of the form. They can also check any documents that have been translated into English by the applicant.

The translator must witness your personal declaration on page 26 of the application form and must provide their details on the same page.

We may need to contact the translator about the service they have provided.

Are you the right person to endorse the application?

Social work often involves working with children, young people and adults whose capacity to manage their affairs is temporarily or permanently affected, or who may be at risk. We need to make sure that the person endorsing the application and checking documents:

- is the right person to confirm the applicant's identity and qualification documents; and
- has evidence of the applicant's character and conduct.

To enable us to do this, we ask you to answer some questions about your relationship with the applicant. When you have answered the questions you may decide that you are not the right person to endorse the application. If this is the case, please return the form to the applicant for them to seek another endorser.

Your organisation's details

We need to have the full contact details of your organisation. We may need to contact them to check some of the information that you and/or the applicant have given.

Your details

We need to have your full contact details. We may need to contact you to check some of the information that you and/or the applicant have given.

Confirming the applicant's identity

The applicant provides details of their identity in Section 1 of the application form, on pages 3 and 4. You are asked to check the details the applicant has given and to confirm that their date of birth is as stated on the identification documents. For more information about how to check documents see 'Checking documents' below.

Confirming the applicant's qualification details

The applicant is asked to provide details of their qualification in Section 2 of the application form, on pages 5 to 10. You are asked to check the details the applicant has given in this section and check them against the information on the qualification documents. For more information about how to check documents see 'Checking documents' below.

Checking documents

We ask you to check a number of documents that the applicant will give you with their application form. In some cases the applicant may have translated some of their documents into English. You are asked, to the best of your knowledge:

- to check the authenticity of each of the original documents;
- to check that the photocopies are the same as the original documents; and
- for each translation the applicant has made, to check that the translations are a true copy of the original language.

If you are unable to check the accuracy of the translations because of language difficulties, please note this fact on the photocopy of the translation.

When you have checked each document in the original language, please confirm that you have done so in Section 7 of the form on page 24. In addition, we ask you to confirm that you have checked the photocopy of each document and any translations provided by writing on each photocopy:

- your signature; and
- the date.

We call this 'verifying the documents' or 'verifying the evidence'.

Character and conduct

The applicant is asked to tell us in Section 6, on pages 17 to 21 of the form, about any past criminal convictions, any disciplinary matters or any other circumstances that may bring into question their suitability to work with children or people who use social care services.

You are asked to read the applicant's responses in this section and to check the current and past work history in Sections 3 and 4, on pages 11 to 15 of the form. The applicant may also have provided additional information to support their declarations.

Once you have read all the information the applicant has provided, we ask you to answer the questions in Section 7 of the form on page 25.

We also provide you with space to write any additional comments you wish to make about the applicant's suitability to work in social care.

Endorsing the application

We ask you to give your support to the applicant's application by signing the declaration in Section 7 on page 26. This is what we mean by 'endorsing the application'.

Translator's countersignature

If you have used the services of a translator, they should witness your declaration by completing the statement on page 26 of the form.