



Argyll and Bute
Health and Social Care Partnership

SSSC Registration Policy

For Social Care Staff working in Residential, Care at Home, Housing and Day Services

The Scottish Social Services Council (SSSC) was formed in 2001 following the Regulation of Care (Scotland) Act 2001. The SSSC has the duty of registering all Social Services Workers and developing the Codes of Practice, which set down the standards and responsibilities that employees and employers within Social Services should adhere to. The intent behind the development of the Codes of Practice and the registration process was to further improve and maintain professional standard within Social Services. [Here](#) is a link to the Codes of Practice.

Registration with Scottish Social Services Council (SSSC) is based on the role and responsibility of the post being undertaken. To maintain registration for the post, the relevant formal qualification must be achieved within the timeframe set down by the SSSC (Appendix 1). It is a legal requirement and therefore it is compulsory to comply with this process. Without the relevant registration employees will not be in a position to continue practicing in their current roles.

The Council has the responsibility of ensuring their workforce is suitably registered and attaining the standards set down in the Codes of Practice. They have a duty to support and guide employees through the processes involved. Each employee has a responsibility to comply with what is required of them and ensure they achieve the relevant registration.

Policy Aim and Scope

1 Policy Statement and Aim

1.1 It is an essential component of professional governance arrangements to ensure that registered social work and social care staff maintain up to date registration with the SSSC. Social work and social care staff must be registered if the role requires it in order to practice. The following policy and procedure has been developed to ensure a standardised process of registration monitoring is in place.

1.2 The following principles apply to the monitoring and maintaining of up to date registration for SSSC:

- It is the professional responsibility of all registered Social work and social care staff to meet the requirements of their regulatory body, to maintain their registration and up to date contact details with their regulatory body and pay all registration fees in a timely manner. If a registration lapses for any reason, it is the responsibility of the member of staff to inform their manager as soon as is practical.
- The council is responsible for ensuring robust registration monitoring procedures ensuring the implementation of this procedure. The council will take all reasonable steps to support registered staff to renew their registration in a timely manner to prevent any lapses in registration.
- In the event of a lapse in registration, the staff member should be advised they cannot work or be paid in a role that requires registration until registration is renewed. In such circumstances, Locality Manager/Local

Area Manager in consultation with the Head of Service, should follow the guidance contained in this document to ensure a consistent approach to staff.

The aim of this policy is to provide enabling guidance on:

- What is required to comply with legislation requirements?
- The processes for enabling employees to achieve registration.
- The process to be followed if registration is not achieved.

This policy applies to employees who are required to register with the SSSC and who work in a Care Home, Care at Home or Day Care Services (see Appendix 1).

3. Related Policies and Legislation

This policy should be used in conjunction with other relevant policies and legislation, including:

- Regulation of Care (Fitness of Employee in Relation to Care Services) (Scotland) (No.2) Amendment Regulations 2010;
- The Registration of Social Workers and Social Service Workers in Care Services (Scotland) Regulations 2013;
- Scottish Social Services Council Codes of Practice 2003;
- Redeployment Policy
- Supervision Policy

4. Applying for Registration

The council recommends that employees working within Adult Social Care registered roles register immediately; all new employees must register within 6 months of appointment to role. It is essential that all employees submit their applications to the SSSC **prior to the deadline** set by the SSSC.

It is not a prerequisite for employees applying to the register to have achieved the educational qualification required. However there is a requirement to have attained the relevant qualification within the timeframe outlined by the SSSC (Appendix 1). Argyll and Bute Council Training Centre deliver a number of SVQs, see (Appendix 2)

New Employees

All new employees where registration requirements were in place on or prior to appointment must complete their registration within 6 months of appointment to their role. The council requires new employees to make

application to register with the SSSC within the first two weeks of taking up employment. EXTENDED DUE TO COVID

It is the role of the appointing manager to reinforce the requirement for staff to register with SSSC as part of the recruitment and induction process.

At point of application for registration a fee will be payable by the employee.

It is not a prerequisite for employees applying to the register to have achieved the educational qualification required. However there is a requirement to have attained the relevant qualification within the timeframe outlined by the SSSC (Appendix 1).

5. Meeting the Conditions for Registration

It is anticipated that the process will be achievable for most staff. The support available will include:

- Clarity in relation to registration requirements and timescales
- The opportunity to achieve the required qualification
- Access to on-going learning and support
- Ongoing review of progress
- Informed support when registration requirements are not met.

6. Maintaining Registration

It is the responsibility of the employee to advise SSSC of any changes to their circumstances. For example, the employee must let SSSC know when they have commenced a new role as they may need to apply for a different part of the register, have changed address or have an updated email contact.

Each employee will be responsible for paying an annual fee to keep their name on the register. (On the anniversary of registration) Additionally, the registration period lasts for a fixed period from the date of registration. Prior to the registration period expiring, SSSC will notify the employee to renew their registration.

If the employee does not pay their annual or renewal fees and does not return their renewal form (On line) registration will be deemed to have lapsed. Consequently the employee will have to re-apply for registration and this will impact their ability to work in any role requiring registration.

The HR and OD team will notify Heads of Service twice yearly of employees who are registered, not registered and are in the process of registering with the SSSC.

When renewing their registration, employees may be asked to submit evidence of their post registration training and learning.

All employees registered with the SSSC have to meet Post Registration Training and Learning (PRTL) requirements. If the employee does not submit a record of their PRTL when requested by SSSC suitability for registration may be challenged.

How much PRTL the employee needs to do and in what timescale depends on the part of the register the employee is registered for. The council is committed to the provision of suitable training and learning activities. Learning opportunities are available to the registrant that employees and managers can arrange as part of the registration requirements and wider professional development.

Employees should familiarise themselves with the SSSC related publications and guidance for social service workers. <http://www.sssc.uk.com/registration>

7. Existing Employees who are not meeting the Standards Required for Registration

In circumstances where employees register with SSSC but have not gained the necessary qualification within expected timeframes they will be offered help and support to achieve the standards required.

Whilst management will offer appropriate support, it is the employees responsibility to ensure they are fully engaged with the process and are working towards achieving full registration. In circumstances where employees are not meeting either the time scale or standards for registration the Improving Employee Performance procedure will be utilised to ensure the council complies with legal requirements and to identify supportive action going forward.

Once any areas for development have been identified the employee and manager should meet (in line with the Improving Employee Performance procedure) to:

- Establish the position in relation to the employee's progress and identify areas where support is required
- Ensure the employee is aware of the standards/qualifications that they are required to meet and the timescales
- Are aware of the requirement to submit work every four weeks
- Establish the reasons for non-progression;
- Identify what supporting actions need to be taken.

In Adult Social Care, the council undertakes to support workers to achieve vocational qualifications and/or management qualifications which are required to secure registration with the Scottish Social Services Council.

The council expects all candidates to complete the award within a year.

The council recognises that ill-health together with unexpected events can delay an individual's progress. It is therefore the case that, with prior agreement with the worker's Line Manager, Assessor and Social Work Training Board an extension may be given.

In situations where the employee is not making the expected progress with the SVQ the following steps will be taken:

1. The SVQ Assessor will alert the candidate and their manager that progress is causing concerns. Detail of the concerns will be clearly communicated by the Assessor. The manager will have an informal conversation with the employee about the situation. It is expected that the employee and manager will act upon the communication immediately and respond with a plan of action within 14 working days. In the event of sickness absence the candidate or the manager should inform the Assessor.
2. Should there continue to be serious concerns about the employee's progress, the Assessor will ask the Training Centre Coordinator to send a lack of progress letter to the employee copying in their line manager. This will also be fed into the Social Work Training Board.
3. In the event that the employee makes no progress, the Social Work Training Board will discuss further action which could result in the employee being removed from the course.

8. Existing Employees Choosing not to Register

Employees must be made aware that non-compliance with registration requirements will result in them being unable to continue with current duties. In these circumstances employees could be offered redeployment, annual leave or unpaid leave. The conduct policy will be used in situations where there is a persistent failure to register or maintain registration or if an employee has deliberately failed to notify the organisation of a lapse in registration.

9. Managing Lapses in Registration

Following the date where registration becomes compulsory for Social Care Staff, if an employee fails to maintain their registration this would preclude them from continuing to work in their current role. In cases like this the employee will be removed from their current duties.

Every effort will be made to support redeployment on a short term basis, however this may not always be possible and other options may need to be considered, - this action is taken within the terms of Regulation of Care (Fitness of Employee in Relation to Care Services) (Scotland) (No.2) Amendment Regulations 2010. This states that the Partnership cannot employ someone as a social service worker in the provision of a care service,

unless that person is fit to be so employed and that a person is unfit unless registered with the SSSC.

10. The Partnership's Legal Responsibility

If an employee does not meet the standards or fails to maintain registration, the Council must inform SSSC and the Care Inspectorate as part of their legal responsibilities as an employer.

SSSC REGISTRATION REQUIREMENTS
Appendix 1

Managers of an Adult Day Care Service

Practice	Management
SVQ Social Services and Healthcare SCQF Level 9	<ul style="list-style-type: none">• Any award in management that is certificated at or above SCQF Level 9* (min 60 credits) and mapped against the National Occupational Standards:• SVQ Leadership and Management for Care Services SCQF Level 10

To find a list of other qualifications accepted by SSSC click [here](#)

Managers of a Care at Home Service

Practice	Management
SVQ Social Services and Healthcare SCQF Level 9	<ul style="list-style-type: none">• Any award in management that is certificated at or above SCQF Level 9* (min 60 credits) and mapped against the National Occupational Standards:• SVQ Leadership and Management for Care Services SCQF Level 10

To find a list of other qualifications accepted by SSSC click [here](#)

Supervisor of a Care at Home Service

Practice	Supervisory
<ul style="list-style-type: none">• SVQ Social Services and Healthcare SCQF Level 7• Any practice qualification in the Manager category• HNC Social Services	<ul style="list-style-type: none">• PDA Health and Social Care Supervision• A qualification that contains at least 15 credits at SCQF Level 7 of supervision or management theory and practice specifically for a supervisor of a care service

Or one qualification that meets full criteria SVQ Social Services and Healthcare at SCQF Level 9

To find a list of other qualifications accepted by SSSC click [here](#)

Worker in a Care at Home Service

Practice
<ul style="list-style-type: none">• SVQ Social Services and Healthcare SCQF Level 6• Any practice qualification in the Manager category• HNC Social Services

Managers of a Care Home Service for Adults

Practice	Supervisory
SVQ Social Services and Healthcare SCQF Level 9	<ul style="list-style-type: none">• Any award in management that is certificated at or above SCQF Level 9* (min 60 credits) and mapped against the National Occupational Standards:• SVQ Leadership and Management for Care Services SCQF Level 10

To find a list of other qualifications accepted by SSSC click [here](#)

Supervisor of a Care Home Service for Adults

Practice	Supervisory
SVQ Social Services and Healthcare SCQF Level 9	<ul style="list-style-type: none">• Any award in management that is certificated at or above SCQF Level 9* (min 60 credits) and mapped against the National Occupational Standards:• SVQ Leadership and Management for Care Services SCQF Level 10

To find a list of other qualifications accepted by SSSC click [here](#)

Practitioner of a Care Home Service for Adults

Practice	Supervisory
<ul style="list-style-type: none">• SVQ Social Services and Healthcare SCQF Level 7• Any practice qualification in the Manager category• HNC Social Services	<ul style="list-style-type: none">• A qualification that contains at least 15 credits at SCQF Level 7 of supervision or management theory and practice specifically for a supervisor of a care service• PDA Health and Social Care Supervision

Or one qualification that meets full criteria SVQ Social Services and Healthcare at SCQF Level 9

To find a list of other qualifications accepted by SSSC click [here](#)

Support Worker in a Care Home Service for Adults

Practice
<ul style="list-style-type: none">• SVQ Social Services and Healthcare SCQF Level 6• Any practice qualification in the Practitioner category• HNC Social Services

Argyll and Bute Council Training Centre Appendix 2

Argyll and Bute Council Training Centre deliver the following qualifications in relation to registration with the SSSC.

- SVQ Social Services and Healthcare SCQF Level 6
- SVQ Social Services and Healthcare SCQF Level 7

The Scottish Credit and Qualification Framework

THE SCOTTISH CREDIT AND QUALIFICATIONS FRAMEWORK

This Framework diagram has been produced to show the mainstream Scottish qualifications already credited by SQA and HEIs. However, there are a diverse number of learning programmes on the Framework, which, due to the limitations of this format, cannot be represented here. For more information, please visit the SCQF website at www.scqf.org.uk to view the interactive version of the Framework or search the Database.



SCQF Levels	SQA Qualifications		Qualifications of Higher Education Institutions	SVQs/MAs
12			Doctoral Degree	Professional Apprenticeship
11			Masters Degree, Integrated Masters Degree, Post Graduate Diploma, Post Graduate Certificate	Professional Apprenticeship SVQ 5
10			Honours Degree, Graduate Diploma, Graduate Certificate	Professional Apprenticeship
9		Professional Development Award	Bachelors / Ordinary Degree, Graduate Diploma, Graduate Certificate	Technical Apprenticeship SVQ 4
8		Higher National Diploma	Diploma Of Higher Education	Technical Apprenticeship SVQ 4
7	Advanced Higher, Awards, Scottish Baccalaureate	Higher National Certificate	Certificate Of Higher Education	Modern Apprenticeship SVQ 3
6	Higher, Awards, Skills for Work Higher			Modern Apprenticeship Foundation Apprenticeship SVQ 3
5	National 5, Awards, Skills for Work National 5			Modern Apprenticeship SVQ 2
4	National 4, Awards, Skills for Work National 4	National Certificate	National Progression Award	SVQ 1
3	National 3, Awards, Skills for Work National 3			
2	National 2, Awards			
1	National 1, Awards			