

**THE GENERAL SOCIAL CARE COUNCIL
(REGISTRATION) RULES 2008**

The General Social Care Council, in exercise of its powers under sections 57, 58(2)(a)(iii) and (3), 59(1), (2) and (3), 60, 63, 64(1)(a)(ii), 65(1) and 71 of the Care Standards Act 2000, and of all other powers enabling the Council in that behalf, and after consulting in accordance with section 65(3) of that Act, and with the consent of the Secretary of State, hereby makes the following Rules:

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PART I INTRODUCTION

Citation, commencement, revocation and transitional arrangements

1. (1) These Rules may be cited as the General Social Care Council (Registration) Rules 2008, and shall come into force on 4th March 2008.
- (2) The General Social Care Council (Registration) Rules 2005 ("the 2005 Rules") are hereby revoked, save that they shall continue to apply in respect of any application for registration, renewal of registration or restoration of registration referred to a Registration Committee prior to the date upon which these Rules come into force.

Interpretation

2. (1) In these Rules -

"the Act" means the Care Standards Act 2000;

"Admonishment" means an admonishment imposed by the Council's Conduct Committee in accordance with the Council's Conduct Rules;

"Applicant" means a person who applies for registration as a registered social worker or a registered student social worker, or who applies for renewal or restoration of such a registration;

"bank authority" means any form of authority which a person may give to a bank including a letter of authority, banker's order, standing order or variable direct debit to pay to the Council, any fees on the date on which such fees are due;

"Care Council" means the Care Council for Wales, the Northern Ireland Social Care Council or the Scottish Social Services Council;

"code of practice for social care workers" means the code of practice laying down the standards of conduct and practice expected of social care workers published by the Council under Section 62(1) (a) of the Act;

"Conduct Committee" means the Committee of that name constituted in accordance with the Council's Conduct Rules;

“Conduct Rules” means the General Social Care Council (Conduct) Rules 2008

“Council” means the General Social Care Council;

“degree course” means an undergraduate or post graduate degree course approved by the Council in accordance with the General Social Care Council (Approval of Courses for the Social Work Degree) Rules 2002;

“employer” means an employer of a social care worker;

“entry” means the particulars entered onto the register as specified in rule 26 of these Rules;

“Interim Suspension Order” means an Interim Suspension Order as defined in the Council’s Conduct Rules

“lay person” means a person who is not, and has not within 5 years of an appointment to the Registration Committee been–

- (a) a social care worker; or
- (b) involved in the training, education, appointment, employment, supply, supervision, monitoring or representation of social care workers;

“Legal Adviser” means a barrister or solicitor qualified to practise in England and Wales;

“Medical Adviser” means a registered medical practitioner, appointed by the Council;

“parties” means the Council and the Applicant (and/or their representatives) at a meeting of the Registration Committee, where that Committee has exercised its discretion to allow the Applicant to make oral submissions;

“Preliminary Proceedings Committee” means the Committee of that name constituted in accordance with the Council’s Conduct Rules;

“Register” means the register maintained by the Council under section 56 of the Act;

“Registrant” means a person registered in the Register;

“registration” means the entry in the Register relating to a particular registrant;

“Registration Committee” means the Committee constituted in accordance with rule 12 of these Rules;

“Removal Order” means a Removal Order as defined in the Council’s Conduct Rules

“Suspension Order” means a Suspension Order as defined in the Council’s Conduct Rules

“social care employer” means an employer of a social worker or social care worker (working in the capacity of a social worker or social care worker);

“student” means an Applicant or Registrant who has been admitted by, or received an offer from, a course provider to participate in a degree course or who is participating in such a course.

- (2) In these Rules, any reference to the date on which the annual fee is due is a reference to-
 - (a) the anniversary of the date on which the entry was first made in the Register and on that date in every subsequent year and if the entry was first made on 29th February it shall be treated as having been made on 1st March;
 - (b) where an entry in the Register has been removed and is subsequently restored, the anniversary of the date on which restoration was made and on that date in every subsequent year and if restoration was made on 29th February it shall be treated as having been made on 1st March.

- (3) In these Rules, unless the context otherwise requires-
 - (a) words in the singular include the plural, and words in the plural include the singular;
 - (b) any reference to a numbered rule is a reference to the rule bearing that number in these rules; and

- (c) any reference in a rule to a numbered paragraph, is a reference to the paragraph bearing that number in that rule.

Service of documents

- 3. In these Rules -
 - (a) unless the context otherwise specifies, any reference to the sending of a notice to an Applicant or Registrant, is a reference to the sending of a notice by registered post or by a postal service in which delivery or receipt is recorded, to the home or work address of the Applicant or Registrant or, if different, to the last-known address;
 - (b) where any notice is sent to an Applicant or Registrant, it shall be treated as having been served on the day after it was posted.

PART II REGISTRATION PROCEDURE

Application for registration

4. (1) An application for registration shall be made in writing and shall specify each part of the Register in which registration is sought and -
 - (a) shall provide the following information -
 - (i) the Applicant's personal details, including full name (and previous name if any), title, date of birth and address or registration number, if registered with a Care Council;
 - (ii) details of any criminal convictions (including 'spent' convictions, formal cautions issued by the Police and any pending criminal proceedings in which the Applicant has been formally charged);
 - (iii) the Applicant's professional details (if any);
 - (iv) the name and address of the Applicant's current social work employer or employer(s) (if any);
 - (v) in the case of students, the name and address of the course provider which is providing, or is to provide the degree course; and
 - (vi) such other information as the Council may reasonably require, and
 - (b) shall be accompanied by the appropriate registration fee as detailed in SCHEDULE 2 or a valid payment authority to pay the appropriate registration fee.
- (2) The application documents issued by the Council shall -
 - (a) contain a warning to the Applicant -
 - (i) about the consequences (including removal from the register) of providing false or misleading information; and

- (ii) that failure to inform the Council of any material changes in the information provided, as soon as reasonably practical, (including, where the Applicant is a student, a change of degree course, or non participation in the degree course), may be considered misconduct by the Council; and
 - (iii) that upon registration with the Council, all Applicants (including students) should comply with the code of practice for social care workers issued by the Council and may be subject to disciplinary action under the Council's Conduct Rules for any breach of the code;
 - (b) be signed by the Applicant and, where the Applicant is a social worker, for the purposes of establishing the identity of that Applicant, countersigned by -
 - (i) where the Applicant is in employment, by an employer;
 - (ii) where the Applicant is self employed or not in employment, by a social care employer or other person acceptable to the Council as being fit to provide such an endorsement;
 - (c) be given or sent to the Council.
- (3) The Applicant shall provide in connection with the application -
 - (a) where the Applicant is a social worker, evidence as to the Applicant's -
 - (i) good character, as it relates to the Applicant's fitness to practise the work expected of a social care worker (including endorsements from an employer or, where the Applicant is self employed or not in employment, from a social care employer or other person acceptable to the Council as being fit to provide such an endorsement);
 - (ii) good conduct;
 - (iii) physical and mental fitness to practise in the field of social care work in which the Applicant wishes to work; and

- (iv) competence.
 - (b) where the Applicant is a social worker, evidence as to -
 - (i) the Applicant's qualification(s) in relation to social work;
 - (ii) name of the body that awarded such qualifications(s);
 - (iii) date of award of such qualification(s);
 - (iv) name of institution attended for the purpose of obtaining the qualification(s);
 - (v) dates attended at such institution;
 - (vi) name in which the qualification(s) is/are held.
 - (c) a statement that the Applicant has read and understood the code of practice for social care workers and an undertaking to abide by the code of practice; and
 - (d) (if requested by the Council) a completed application form, signed by the Applicant and to be counter-signed by the Council, together with the appropriate fee, for the purpose of obtaining an enhanced criminal record certificate under Section 113B of the Police Act 1997.
- (4) Where the Applicant is a student, the Applicant shall provide in connection with the application -
- (a) proof of the Applicant's identity; and
 - (b) evidence as to the Applicant's -
 - (i) good character and conduct; and
 - (ii) physical and mental fitness to practise as a social worker.
- (5) The Council may, for the purposes of determining the application, seek information additional to that provided by the Applicant from both the Applicant and any other person or source.
- (6) Where the Council receives information under paragraph (5) above, it shall inform the Applicant of the information received, and shall

give the Applicant an opportunity of commenting on that information within the period of 28 days beginning after the day on which the information is imparted to the Applicant.

- (7) Where an Applicant is self employed or not in employment, the Council may require that Applicant to provide character references in addition to the endorsements required for the purposes of paragraphs (2)(b)(ii) and (3)(a)(i) above.
- (8) The character references specified in paragraph (7) above shall be signed by a person who is -
 - (a) unrelated to the Applicant by birth or marriage;
 - (b) not conducting a personal relationship or living with the Applicant; and
 - (c) who has known the Applicant for a period of at least two years.
- (9) Except where the Council is minded to make a reference to the Registration Committee under rule 14, the Council shall notify the Applicant of its decision in writing.
- (10) The Council shall grant an application for registration if -
 - (a) it is satisfied as to the Applicant's good character and conduct; and
 - (b) it is satisfied as to the Applicant's physical and mental fitness to perform the whole or part of the work of a social worker or social care worker; and
 - (c) where the Applicant is a social worker, it is satisfied that -
 - (i) the Applicant's competence is such as to make that Applicant suitable to perform the work of a social worker; and
 - (ii) the Applicant has -
 - (aa) successfully completed a course approved by the Council under section 63 of the Act,

- (bb) successfully completed a course or possesses a certificate or similar documentation , as set out in SCHEDULE 1 to these Rules, or
- (cc) the Applicant has successfully completed a course for persons wishing to become social workers approved by a Care Council under section 10 of the Health and Personal Social Services Act (Northern Ireland) 2001, section 54 (1) of the Regulation of Care (Scotland) Act 2001 or section 63 of the Care Standards Act 2000; or
- (iii) the Applicant has outside the United Kingdom, undergone training in relevant social work, which is either -
 - (aa) recognised by the Council as being of a standard sufficient for registration, or
 - (bb) is not so recognised, but the Applicant has undergone such additional training as may be required by the Council; and
- (d) where the Applicant is a student, it is satisfied that the Applicant has been accepted by a course provider to participate in a degree course; and
- (e) subject to rule 25, it has received payment of the application fee specified by the Council in SCHEDULE 2.

Entry of student names onto register

5. Where an application for registration has been granted by the Council in respect of a student, that student's name shall not be entered onto the Register until the Council is satisfied that the student has begun participating in a degree course.

Duration of registration

6. (1) Subject to removal from the Register in accordance with the Council's Conduct Rules or rules 8 and 9 of these Rules, and subject to paragraph (4) below, the Registrant's entry in the Register shall remain effective -
 - (a) where the Registrant is a social worker, either-

- (i) for 3 years from the date of granting of the application for registration by the Council; or
 - (ii) where the Registrant is already registered with a Care Council, for a period of less than three years such that the period of registration ends at the same date as the period of registration applying to his or her registration with that Care Council;
- (b) subject to paragraph (2) of this Rule, where the Registrant is a student, for the duration of the Registrant's degree course, or 7 years from the date of granting of the application for registration by the Council, whichever is the earlier.
- (2) Where the Registrant is a student, the Council may extend the duration of registration for the purpose of allowing the Registrant to complete the degree course.
- (3) No less than 28 days before the expiry of the period referred to in paragraph (1)(a) above, the Council shall send to the address of the Registrant, as it appears in the Register:
 - (a) a notice of expiry of registration; and
 - (b) an application form for renewal of registration.
- (4) Notwithstanding paragraph (1)(a) above, a Registrant's registration shall not lapse if:
 - (a) the Registrant makes an application for renewal before the end of the period specified in that paragraph; or
 - (b) the Registrant is, on the date at the end of the period specified in paragraph (1), the subject of a Complaint and no Removal Order has been made.

Renewal of registration

- 7. (1) This rule shall not apply to students.
- (2) Where an application for renewal of registration is granted by the Council, the Registrant's entry in the Register will be effective for a further period of three years, subject to removal in accordance with the provisions of these Rules or of the Council's Conduct Rules.

- (3) Applications for renewal of registration shall be made on the form approved by the Council for the purpose.
- (4) The Council shall only grant an application to renew registration where:
 - (a) it is satisfied that the Applicant has satisfactorily fulfilled any condition or conditions attached to the Applicant's registration; and
 - (b) it has received satisfactory evidence, as set out in rule 4(3)(a) above, of an Applicant's -
 - (i) good character;
 - (ii) good conduct;
 - (iii) physical and mental fitness to perform the whole or part of the work of a social worker; and
 - (iv) competence;
 - (c) it has received satisfactory evidence that an Applicant has completed the post registration training and learning requirements set out in SCHEDULE 3; and
 - (d) subject to rule 25, it has received payment of the renewal of registration fee specified by the Council and any annual fee specified in SCHEDULE 2 to these Rules due from the previous period of registration.

Removal from the register for non participation in degree course

- 8. (1) Where a Registrant is no longer participating in a degree course, the Council may remove that Registrant's entry from the Register, without referring the matter to the Registration Committee.
- (2) Where -
 - (a) a person's name has been removed from the Register under paragraph (1) above; and
 - (b) that person wishes to resume participation in the same degree course; or

- (c) that person wishes to participate in a different degree course provided by another teaching institution,

the former Registrant shall make an application for restoration to the Register in accordance with rule 10.

Removal from the register for other reasons

9. (1) Notwithstanding -

- (a) any other provision in these Rules; or
- (b) any provisions in the Council's Conduct Rules for the removal of a Registrant's entry from the Register,

where the Council receives written notification of the death of a Registrant, evidenced by the original or certified true copy of a death certificate or such other evidence of death that is acceptable to the Council, it shall remove the Registrant's entry from the Register.

(2) Where -

- (a) the Registrant has failed to make any application for renewal of registration or to pay the renewal fee set out in SCHEDULE 2 to these Rules before the expiry of the three year period specified in rule 6(1)(a) above, the Council may remove the Registrant's entry from the Register;
- (b) the Registration Committee has considered an application for renewal of registration and directed that the Registrant's entry should be removed from the Register, the Council shall remove the Registrant's entry from the Register; or
- (c) the Registrant has made an application, in writing, for voluntary removal from the Register, the Council may remove the Registrant's entry from the Register,

unless that Registrant is the subject of a Complaint.

- (3) The Council may at its discretion remove a Registrant's entry from the Register, at the request of that Registrant, where the Council is satisfied that the Registrant is registered with another Care Council.

9A. Where the Council has removed a Registrant's entry from the Register, it shall inform -

- (a) the former Registrant;
- (b) the former Registrant's last known employer(s) (if any); and
- (c) (where the former Registrant was a student) the degree course provider,

that the social worker or student is no longer registered with the Council.

Application for restoration to the register

10. (1) Save where removal from the Register was as a result of a determination made by the Council's Conduct Committee, an application for restoration may be made to the Council.
- (2) An application for restoration shall be accompanied by the payment of the restoration fee set by the Council.
- (3) The Council shall treat an application for restoration as an initial application for registration, and the procedures set out in rule 4 and Part III, shall apply.
- (4) Where an application for restoration is made by a person whose name was removed from the Register for non participation in a degree course, that person shall provide, in addition to the information required in rule 4 -
 - (a) evidence of admittance by a degree course provider to participate in a degree course; and
 - (b) reasons for withdrawal from the original degree course.
- (5) An application for restoration where removal from the Register was as a result of a determination made by the Council's Conduct Committee, shall be made in accordance with the procedure set out in the Council's Conduct Rules.

Consideration of repeat applications

11. Where an Applicant has made two unsuccessful applications for registration or restoration, the Council may refuse to consider any further applications from that Applicant until the expiry of two years from the date of rejection of the last application.

**PART III
REGISTRATION COMMITTEE**

Constitution, membership and quorum

12. (1) The Council shall establish a Registration Committee.
- (2) The Registration Committee shall consist of up to five members, appointed by the Council.
- (3) The quorum of the Registration Committee when considering a case shall be three, and the Registration Committee shall sit with either three or five members present.
- (4) The majority of members of the Registration Committee when considering a case shall be lay persons.
- (5) The Council shall appoint a Chair of the Registration Committee. The Chair shall be a lay person and shall not be a member of the Council.
- (6) The Chair of the Council shall not sit as a member on the Registration Committee.
- (7) The Council shall ensure that at least one member is appointed to the Committee who has experience or understanding of the area of social care work practised by the Applicant whose case is under consideration.
- (8) Members of the Registration Committee shall be appointed for a period not exceeding 4 years and shall be eligible for re-appointment for a further period not exceeding 4 years.
- (9) No member of the Registration Committee shall sit as such to consider an Applicant's case, if that member:
 - (a) has knowledge of the facts of the case, prior to the consideration of the matter by the Committee; or
 - (b) has sat on a Committee which previously decided a case concerning the Applicant.

Voting

13. (1) Decisions of the Registration Committee shall be taken by simple majority.
- (2) Any abstention shall be deemed to be a vote in favour of the Applicant.

Reference to the Registration Committee

14. (1) The Council may refer to the Registration Committee any application for:
 - (a) registration;
 - (b) renewal of registration; or
 - (c) restoration of registration,subject to the provisions specified in paragraphs (2), (3) and (4) below.
- (2) When the Council is not minded to grant the application, it shall refer it to the Registration Committee unless rule 9(2)(a) (insofar as it relates to the failure to pay a renewal fee), rule 9(2)(c) or paragraph (4) below applies.
- (3) When the Council is minded to grant the application subject to conditions, it shall refer it to the Registration Committee.
- (4) When the Council is not minded to grant the application only because it is not satisfied that an Applicant satisfies the conditions referred to in section 58(1)(c) of the Act that are stipulated in section 58(2)(a) of the Act, it may refer the application to the Registration Committee.

Legal adviser

15. (1) A Legal Adviser shall be present at all proceedings before the Registration Committee, including the deliberations of the Committee.
- (2) The role of the Legal Adviser shall be to advise the Registration Committee on questions of law, and to ensure that proceedings before the Committee are conducted fairly. To this end, the Legal Adviser shall inform the Committee immediately of any irregularity in the conduct of proceedings before that Committee.

- (3) The Registration Committee shall maintain a record of any advice tendered by the Legal Adviser.
- (4) Where the Registration Committee has exercised its discretion to allow the Applicant to make oral submissions, the advice of the Legal Adviser shall be given in the presence of the parties. Any advice given by the Legal Adviser during the private deliberations of the Registration Committee shall subsequently be repeated in the presence of the parties.
- (5) The parties shall have the opportunity to make representations on the advice given by the Legal Adviser.
- (6) The Legal Adviser shall not participate in the decision making of the Registration Committee, and shall not be entitled to vote.

Medical adviser

16. (1) The Registration Committee may, in such circumstances as it sees fit, appoint a Medical Adviser.
- (2) The role of the Medical Adviser shall be to advise the Registration Committee on any issues that may arise in relation to an Applicant's physical and mental fitness to perform the whole or part of the work of a social worker or social care worker (as the case may be).
- (3) The Registration Committee shall maintain a record of any advice tendered by the Medical Adviser.
- (4) Where the Registration Committee has exercised its discretion to allow the Applicant to make oral submissions, the advice of the Medical Adviser shall be given in the presence of the parties.
- (5) The parties shall be entitled to make representations on the contents of the advice given by the Medical Adviser.
- (6) The Medical Adviser shall not participate in the decision making of the Registration Committee, and shall not be entitled to vote.

Clerk

17. (1) The Registration Committee shall be assisted by a clerk.
- (2) The clerk shall be responsible for the administrative arrangements for the proceedings before the Registration Committee, and shall

keep a record of decisions made by the Registration Committee, and the reasons for them.

- (3) The clerk shall not participate in the decision making of the Registration Committee, and shall not be entitled to vote.

Evidence

18. (1) The Registration Committee may allow -
 - (a) the Applicant to give oral evidence; and
 - (b) the parties to make oral submissions.
- (2) Save where the Registration Committee considers it necessary to resolve disputes of fact which, in its opinion, are material to the issues under consideration, it shall not normally receive oral testimony from any other witness.
- (3) The Registration Committee may receive documentary evidence submitted by the Applicant or the Council, provided that any written statement of evidence shall -
 - (a) contain a statement of truth; and
 - (b) be signed by the person making it.
- (4) Subject to the advice of the Legal Adviser, the Registration Committee may admit evidence whether or not such evidence would be admissible in a Court of Law.
- (5) Where an Applicant has been convicted of a criminal offence -
 - (a) a copy of the certificate of conviction, certified by a competent officer of a Court in the United Kingdom (or, in Scotland, an extract conviction) shall be conclusive proof of the conviction; and
 - (b) the findings of fact upon which the conviction is based shall be admissible as proof of those facts.
- (6) The Registration Committee may admit the determination of a regulatory body set out in SCHEDULE 4 in proceedings against an Applicant, as prima facie evidence of any facts found proved by that regulatory body.

- (7) Notwithstanding paragraph (6), the Applicant shall be entitled to adduce evidence to the Registration Committee in rebuttal of any findings made by a regulatory body set out in SCHEDULE 4.

Standard of proof

19. Where facts are in dispute, the Registration Committee shall decide the facts on the civil standard, applying the balance of probabilities.

Procedure

20. (1) Subject to the rules herein, the rules of natural justice and the requirements of a fair hearing, the Registration Committee may decide its own procedure.
- (2) The Registration Committee shall sit in private.
- (3) At least 28 days before the meeting of the Registration Committee, the Council shall send the Applicant a notice of referral.
- (4) The notice of referral shall -
 - (a) give the date, time and venue of the meeting of the Registration Committee;
 - (b) set out any proposed conditions on an Applicant's registration and the reasons for such proposal;
 - (c) set out any reasons for refusing an application for registration or renewal of registration, or for removal of registration;
 - (d) set out the right of the Applicant to make written representations to the Council, within 14 days of service of the notice;
 - (e) inform the Applicant that the Committee may, at its discretion, allow the Applicant upon request, to attend the meeting and to make oral submissions in person or through a representative; and
 - (f) enclose copies of any material to be put before the Registration Committee.

- (5) No later than 14 days before the meeting of the Registration Committee, the Applicant shall provide to the clerk, copies of any documents on which the Applicant intends to rely.
- (6) No later than 7 days before the meeting of the Registration Committee, the clerk shall send to each Committee member:
 - (a) a copy of the notice of referral;
 - (b) copies of all the documents which the Applicant has submitted;
 - (c) any information, or copies of any documents obtained by the Council which are relevant to the application; and
 - (d) any representations the Applicant has submitted in accordance with paragraph (4)(d).
- (7) Rules 4(5) and 4(6) apply to the Registration Committee as they apply to the Council, and for the purposes of this rule, the Registration Committee may adjourn and, upon notice to the Applicant, reconsider the matter at a later date.
- (8) Where the Registration Committee has exercised its discretion to allow the Applicant to make oral submissions, the Council's case may be presented to the Committee by an officer of the Council, or by a solicitor or counsel.
- (9) Where the Registration Committee has exercised its discretion to allow the Applicant to make oral submissions, the Applicant may either appear in person or be represented by -
 - (a) solicitor; or
 - (b) counsel; or
 - (c) a representative from the Applicant's Trade Union; or
 - (d) a representative from the Applicant's Professional Body.
- (10) The Registration Committee may, at its discretion, permit the Applicant to be represented by a person other than those listed in paragraph (9) above.

- (11) Any application to be represented by a person other than that listed in paragraph (9) above, should be sent to the clerk no later than 48 hours in advance of the meeting of the Registration Committee.
- (12) A person who represents or accompanies the Applicant shall not be entitled to be called as a witness at the meeting.
- (13) Where the Registration Committee has exercised its discretion to allow the Applicant to make oral submissions, the Committee may exclude from the whole or any part of the meeting, any person whose conduct, in the opinion of the Committee, has disrupted or is likely to disrupt the meeting.
- (14) Where the Registration Committee has exercised its discretion to allow oral submissions, but the Applicant is not present or represented at the meeting, the Registration Committee, on being satisfied that notice of the meeting was served in accordance with these Rules, may determine the matter in the absence of the Applicant.
- (15) Where the Registration Committee has exercised its discretion to allow the Applicant to make oral submissions, the order of proceedings shall be as follows -
 - (a) the Council's representative shall make an opening statement of the reasons for the Council's proposals;
 - (b) the Applicant shall have a right of reply, either in person or through a representative (if present);
 - (c) the Council's representative shall produce evidence in support of the Council's proposals;
 - (d) the Applicant, either in person or through a representative may produce evidence;
 - (e) Where the Applicant gives evidence, the Council's representative and the members of the Registration Committee shall have the opportunity to ask questions of that Applicant;
 - (f) determination of the application by the Registration Committee; and
 - (g) announcement of the Registration Committee's decision, and the reasons for its decision, in the presence of the parties.

- (16) The Registration Committee may -
- (a) grant the application for registration or renewal of registration;
 - (b) refuse the application for registration or renewal of registration;
 - (c) impose conditions on registration for a specified period;
 - (d) direct that the Registrant's entry be removed from the register.
 - (e) refer an application for renewal to the Council's Preliminary Proceedings Committee, where a complaint of Misconduct has been made against an Applicant.
- (17) Where the Registration Committee has considered the evidence available and is minded to impose conditions different to those set out in the notice of referral -
- (a) the clerk to the Registration Committee shall notify the Applicant of the conditions that the Committee is minded to impose;
 - (b) the Registration Committee shall afford the Applicant (or the Applicant's representative where the Registration Committee has exercised its discretion to allow the Applicant to make oral submissions) the opportunity to make specific representations upon them;
 - (c) the Registration Committee may adjourn and issue directions as to time in which any representations or supporting evidence should be served.
- (18) Where the Registration Committee has determined that conditions should be imposed on an Applicant's registration for a specified period, it shall also consider at the same meeting whether, before the end of the specified period, the Applicant's compliance with such conditions should be reviewed by the Committee, and if so, shall direct that the Registration Committee should resume its consideration of the matter at a future date.

- (19) In exercising its powers under paragraphs 16 and 17 above, the Registration Committee shall act in accordance with the principle of proportionality.
- (20) Within 7 days of the conclusion of the meeting, the clerk shall send a notice of decision to -
- (a) the Applicant;
 - (b) the Council;
 - (c) the employer or other person who countersigned the Applicant's application form for the purpose of rule 4(2)(b)(i) and (ii) and to the Applicant's current employer where different; or
 - (d) the degree course provider.
- (21) The notice of decision shall -
- (a) set out the decision of the Registration Committee;
 - (b) specify the reasons for the Registration Committee's decision;
 - (c) clearly set out any conditions imposed or removed on the Applicant's registration;
 - (d) set out the right of the Applicant to appeal to the Care Standards Tribunal; and
 - (e) inform the Applicant that the Registration Committee's decision -
 - (i) in respect of a decision to refuse an application is of immediate effect; or
 - (ii) where the Applicant is a student and the Registration Committee has granted the application (without or without conditions) the student's name will not be entered onto the Register until the Council is satisfied that the student has begun to participate in the degree course.

- (22) A record of any advice tendered by the Legal Adviser or the Medical Adviser shall be sent to the Applicant, and the Council, together with the notice of decision.

Resumed consideration of case

21. (1) In addition to a direction made by the Registration Committee under rule 20(18) above, an Applicant may make an application for the Committee to resume its consideration of the case, where the Applicant considers that there has been a material change of circumstance, in order for the Committee to consider varying or lifting any conditions imposed on the Applicant's Registration.
- (2) The Registration Committee may, after considering legal advice from the Legal Adviser, and if it is satisfied that there has been a material change in circumstances, direct that it should resume its consideration of the case.
- (3) No later than 28 days before the date on which the Registration Committee is to resume its consideration of the matter, the clerk to the Registration Committee shall send the Applicant a notice of resumed consideration.
- (4) The notice of resumed consideration shall -
- (a) specify the date, time and venue of the proceedings;
 - (b) set out the Applicant's right to make written representations to the Council, within 14 days of service of the notice; and
 - (c) inform the Applicant that the Registration Committee may, at its discretion, allow the Applicant, upon request, to attend the proceedings and to make oral submissions in person or through a representative.
- (5) The procedure at the resumed proceedings shall be the same as at the original proceedings.

PART IV FEES

Application and renewal fee

22. The fee to be charged for processing an application for registration under rule 4 (“the application fee”) or an application for renewal under rule 7 (‘the renewal fee’) is as set out in SCHEDULE 2 to these Rules, and shall be non-refundable.

Annual fee

23. (1) The fee to be charged in respect of the retention in the Register of any registration in any year following the year in which registration or renewal was first made (“the annual fee”) is as set out in SCHEDULE 2 to these Rules, and shall be non-refundable.
- (2) Where a Registrant has not given the Council a bank authority, the Council shall send the Registrant a notice in writing, not less than 28 days before the date on which the annual fee is due which states that the annual fee is due and the date on which it is due.

Restoration fee

24. (1) The fee to be charged for processing an application for restoring an entry in the Register (‘the restoration fee’) is as set out in SCHEDULE 2 to these Rules, and shall be non-refundable.
- (2) Where a Registrant has applied to be restored to the Register, the Council shall not make an entry in the Register until the restoration fee has been paid.

Waiver of fees

25. Notwithstanding the provisions set out in rules 22 to 24 above, the Council may choose to waive any fees to be charged to an Applicant or Registrant, where -
- (a) that Applicant or Registrant is already registered with a Care Council and has paid fees to that Care Council;
 - (b) (in the case of students) that the Applicant wishes to resume participation in a degree course;

- (c) that Applicant has previously been refused registration on the grounds that he or she has undergone training in relevant social work outside the United Kingdom, which is not recognised by the Council as being of a standard sufficient for registration and where the Applicant has successfully undergone such additional training as has been required by the Council and has made a new application for registration;
- (d) that Registrant's registration has been suspended by the Council; or
- (e) that Applicant has previously been refused registration on the grounds of a pending criminal charge or disciplinary action.

PART V THE REGISTER

The form of the register

26. (1) The Register shall, in respect of each person whose name is entered in the Register, contain the following information -
- (a) full name (or full professional name if different) and title;
 - (b) registration number;
 - (c) postal town relating to the address at which the Registrant is employed or self employed, as set out in rule 4(1)(b)(i) or (iv) above (or, where the Registrant is a student, the postal town in which the Registrant is participating in the degree course);
 - (d) any effective conditions imposed on the Registrant's registration;
 - (e) any effective Admonishment;
 - (f) particulars of any effective Interim Suspension Order;
 - (g) particulars of any effective Suspension Order.
- (2) The Council may withhold from the Register the postal town of any Registrant where the Council is satisfied that disclosure of that postal town could reasonably be expected to expose the person to danger.

The keeping of the register

27. (1) The Register shall be kept secure in a manner which guards against falsification.
- (2) Where any conditions imposed on a Registrant's registration have been lifted, or any period for which an Admonishment was to be placed against the Registrant's entry in the Register has expired, the Council shall remove the conditions, or, as the case may be, the Admonishment, from the Register.
- (3) Where an Interim Suspension Order or a Suspension Order ceases to have effect, the Council shall remove the particulars of it from the Register.

- (4) The Council may, on the application in writing of a Registrant, amend the Registrant's entry in the Register.
- (5) Before amending the Register in accordance with an application made under paragraph (4), the Council shall satisfy itself to the accuracy of the information to be entered in the Register, and may require the Registrant making the application to produce an Affidavit, a marriage certificate or such other documentary evidence as the Council considers appropriate in any case.

Issue and form of certificates

28. (1) Where the Council enters the name of a Registrant in the Register, it shall issue to the Registrant a certificate of registration.
- (2) A certificate of registration shall be in the form determined by the Council and shall -
 - (a) state the Registrant's -
 - (i) name;
 - (ii) registration number;
 - (iii) date of registration;
 - (b) state whether the Registrant's registration is subject to conditions; and
 - (c) be signed on behalf of the Council.

The Secretary of State having consented, the General Social Care Council hereby makes these Rules.

Dated this day of two thousand and eight.

Signed on behalf of the General Social Care Council

Chair

SCHEDULE 1 COURSES AND TRAINING

The following social work degree courses were courses approved by the Council for the purposes of Section 63 of the Act at the date of the making of these Rules:

All social work degree courses currently approved under the General Social Care Council Approval of Courses for the Social Work Degree Rules 2002.

The following university qualifications obtained prior to 1971 shall be regarded by the Council as evidence of training for the purposes of Section 58(2)(a)(iii) of the Act:

Certificate or Diploma in Applied Social Studies obtained from:

University of Aberdeen
Queen's University, Belfast
University of Bristol
University College, Cardiff
University College, Dublin
St Andrew's University, Dundee
University of Glasgow
University of Hull
University of Liverpool
University of London, Bedford College
London School of Economics
University of Newcastle upon Tyne
University of Nottingham
University of Oxford
University of Sheffield
University of Southampton
University College, Swansea
New University, Ulster

Diploma in Social Work obtained from:

Queen's University, Belfast
University of Birmingham
University of Edinburgh
Enfield College
University of Kent, Canterbury
University of Leicester
London School of Economics (from 1970)
University of Sussex

BA (Hons) degree in Applied Social Studies obtained from:

University of Bradford
Hatfield Poly
University of Keele
Lanchester Poly

MA Degree in Applied Social Studies obtained from:

University College, Bangor
University of Nottingham

Diploma for Advanced Studies in Social Admin & Social Work (General Family Case Work) obtained from:

University of Manchester

Bachelor of Phil (General Family Casework) obtained from:

University of Exeter

M Phil obtained from:

University of York (with appropriate SW options)

Diploma in Social Work Admin obtained from:

University of Glasgow (residential or fieldwork)

Master of Social Science obtained from

University College, Dublin
National University of Ireland, University College

Certificate in Medical Social Work obtained from:

University of Edinburgh

Certificate/Diploma in Psychiatric Social Work obtained from:

University of Edinburgh
University of Leeds
University of Manchester

Certificate in Child Care obtained from:

University of Edinburgh

Diploma for Social Workers in Mental Health obtained from:

London School of Economics

Diploma in Youth Work obtained from:

University of Manchester

MSc in Social Admin & Social Work obtained from:

London School of Economics

Masters in Social Work obtained from:

University of Sussex

BA/BSc (Hons) Sociology (Social Work) obtained from:

University of Bath

Completion of the following courses, which were approved for the purpose of membership of the constituent organisations of the Standing Conference of Organisations of Social Workers March 1970, shall also be considered by the Council as evidence of training for the purposes of Section 58(2)(a)(iii) of the Act:

One Year University Courses

Belfast, Queens	Certificate in Applied Social Studies	CC	PO	MSW	PSW
Birmingham	Diploma in Social Work	CC	PO	MSW	PSW
Bristol	Certificate in Applied Social Studies	CC	PO	MSW	PSW
Cardiff	Diploma in Applied Social Studies	CC	PO	MSW	PSW
Dublin, Univ Coll	Diploma in Applied Social Studies	CC	PO	MSW	PSW
Dundee, St Andrews	Certificate in Applied Social Studies	CC	PO	MSW	PSW
Edinburgh	Diploma in Social Work	CC	PO	MSW	PSW
Glasgow	Diploma in Applied Social Studies	CC	PO	MSW	PSW
Hull	Diploma in Applied Social Studies	CC	PO		
Leeds	Diploma in Psychiatric Social Work				PSW
Leicester	Diploma in Social Work	CC	PO		
Liverpool	Diploma in Applied Social Studies	CC	PO		PSW
London, Bedford Coll	Diploma in Applied Social Studies	CC	PO		

LSE	MSc in Social Admin & Social Work St	CC	PO	MSW	PSW
LSE	Diploma in Applied Social Studies	CC	PO	MSW	
LSE	Mental Health Course				PSW
LSE (from 1970)	Diploma in Social Work	CC	PO	MSW	PSW
Manchester	Certificate in Psychiatric Social Work				PSW
Newcastle	Diploma in Applied Social Studies	CC	PO	MSW	PSW
Nottingham	Diploma in Applied Social Studies	CC	PO		
Sheffield	Diploma in Applied Social Studies	CC	PO	MSW	
Southampton	Diploma in Applied Social Studies	CC	PO	MSW	PSW
Swansea	Diploma in Applied Social Studies	CC	PO		
Ulster	Diploma in Applied Social Studies	CC			

17 Month to 2 year Courses for Graduates

Aberdeen	Certificate in Applied Social Studies	CC		MSW	PSW
Enfield College	Diploma in Social Work	CC			
Exeter	B.Phil	CC	PO		PSW
Kent	Graduate Diploma in Social Work	CC	PO		
Hull	Course title unknown		PO		
Leicester	Diploma in Social Work	CC	PO		
Liverpool	Diploma in Applied Social Studies	CC			PSW
London, Bedford Coll	Diploma in Applied Social Studies	CC	PO		
Manchester	Diploma in Advanced Studies (Soc Admin + SW)	CC	PO	MSW	
Nottingham	Diploma in Applied Social Studies	CC	PO		
Nottingham	MA in Applied Social Studies	CC			
Oxford	Diploma in Applied Social Studies	CC	PO	MSW	
Sussex	Master in Social Work	CC	PO		PSW
York	M.Phil (Social Admin & Social Work)	CC	PO		PSW

4 year University Degree Courses

Bath	BA Sociology (Social Work)	CC	PO	MSW	
Bradford	BA Applied Social Studies	CC	PO	MSW	PSW
Hatfield Poly	BA Applied Social Studies (CNAA)	CC		MSW	PSW
Keele	BA Applied Social Studies	CC	PO	MSW	PSW
Lanchester Poly	BA Applied Social Science (CNAA)	CC		MSW	PSW

CC = Child Care Officer Training

PO = Probation Officer Training
MSW = Medical Social Worker
PSW = Psychiatric Social Worker

Holders of the following certificates, letters or other evidence of training shall also be regarded by the Council as having completed training for the purposes of Section 58(2)(a)(iii) of the Act:

Certificate in Child Care issued by the Home Office Central Training Council from 1947 to 1971.

Home Office Letter of Recognition in Child Care issued by the Home Office Central Training Council in Child Care from 1947 to 1971.

Certificate in Social Work issued by the Council for Training in Social Work from 1962 to 1971.

Probation Certificate issued by the Recruitment and Training Committee of the Advisory Council for Probation and After Care until 1971.

Certificate or other evidence of completion of a course recognised until 1971 by the Recruitment and Training Committee of the Advisory Council for Probation and After Care.

Certificate issued by the Institute of Medical Social Workers (previously the Institute of Almoners).

Certificate or other evidence of completion of a course recognised by the Institute of Medical Social Workers (previously the Institute of Almoners).

Certificate or other evidence of completion of a course recognised by the Association of Psychiatric Social Workers.

Certificate of Qualification in Social Work issued by the Central Council for Education and Training in Social work from 1971 to 2002.

Letter of Comparability to the Certificate of Qualification in Social Work issued by the Central Council for Education and Training in Social Work until 1990.

Certificate in Social Service issued by the Central Council for Education and Training in Social Work from 1975 to 1995.

Diploma in Social Work issued by either the Central Council for Education and Training in Social Work or the Council from 1991 onwards.

**SCHEDULE 2
FEES CHARGED BY THE COUNCIL**

FEES FOR SOCIAL WORKERS

1. Application and renewal fee
£ 30

2. Application fee for Applicants with overseas qualifications who do not hold a letter of verification from the Council or CCETSW
£155

3. Annual fee
£30

4. Restoration fee
£30

FEES FOR STUDENTS

1. Application fee
£10

2. Annual Fee
£10

3. Restoration fee
£10

SCHEDULE 3
Post registration training and learning requirements for social workers

1. Every social worker registered with the Council shall, within the period of registration, complete either 90 hours or 15 days of study, training, courses, seminars, reading, teaching or other activities which could reasonably be expected to advance the social worker's professional development, or contribute to the development of the profession as a whole.
2. Every social worker registered with the Council shall keep a record of post registration training and learning undertaken.
3. Failure to meet the foregoing post registration training and learning requirements may be considered misconduct by the Council.

SCHEDULE 4

Regulatory bodies whose determinations may be considered by the Registration Committee for the purpose of rule 18(6)

Care Council for Wales

Northern Ireland Social Services Council

Scottish Social Services Council

General Medical Council

General Teaching Council for England

General Teaching Council for Wales

General Teaching Council for Northern Ireland

General Teaching Council for Scotland

Health Professions Council

Nursing and Midwifery Council

General Dental Council

British Psychological Society