



Guidance notes for UK-qualified Social Workers

These guidance notes contain all the information you need to complete your application form to register as a **UK-qualified Social Worker on the Social Care Register (SCR)**.

These notes relate to the application form to be used if you have a social work qualification gained in the UK, which is approved by the GSCC, and if this is the first time you have applied to register as a qualified social worker.

These notes are not relevant if you:

- are applying with qualifications gained outside the UK;
- have previously been registered as a qualified social worker or if you are renewing your registration;
- are applying as a social work student; or
- are currently registered with one of the other social care councils in the UK and are seeking a transfer or additional country registration.

Please refer to the 'Apply for Registration' section of our website or ring **0845 070 0630** if you need another type of form.

Accessibility information

If you need this form in an alternative format please contact our helpline to discuss your needs. An electronic version of this form, that is compatible with many screen reading and magnification technologies, is also available on our website www.gsc.org.uk.

Please refer to the [accessibility information page on our website](#) for further information, including access to BrowseAloud.

Confidential		AF(E) v.5	
Application form for UK Qualified Social Workers to join the Social Care Register			
Who should use this form? <small>Only use this form if you have a social work qualification gained in the UK, which is approved by the GSCC, and if this is the first time you have applied to register as a qualified social worker. If you need another type of form, please refer to our website at www.gsc.org.uk or call us.</small>		Helpline Phone <small>0845 070 0630 (in the UK) + 44 (0)1788 532402 (outside the UK) Refer to our website for helpline opening times</small>	
How to fill in this form <small>Please refer to the guidance notes on our website to help you fill in this form – you can find these at www.gsc.org.uk/UKguidance If you need a printed copy of the notes, or guidance in another format, please ask our helpline. If you need another copy of the application form this can be downloaded from our website. Please use black ink and print clearly. Fill in all the sections of the form. If your application is incomplete, or without the correct payment, it will be returned to you. This will result in a delay in processing your application. The GSCC does not accept any liability for any application form that we return to you. An acknowledgement will be issued upon receipt of your completed form.</small>		Email <small>registration@gsc.org.uk</small>	
Accessibility information <small>If you need this form in an alternative format please contact our helpline to discuss your needs. An electronic version of this form, that is compatible with many screen reading and magnification technologies, is also available on our website www.gsc.org.uk</small>			

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The Social Care Register

The Social Care Register (SCR) was established by the Care Standards Act 2000. The aim of the register is to make sure that all social workers and social work students are suitable for work in social care.

From 1 April 2005, following a change in the law, it has been a requirement to be registered on the SCR if you wish to work as, or describe yourself as, a social worker.

Everyone on the register will have shown that they are suitable for work in social care by satisfying us that they:

- have the necessary qualifications;
- are physically and mentally fit and able to undertake their social work duties in social care safely;
- are of good character and conduct; and
- agree to comply with our Code of Practice for Social Care Workers (please refer to the [Codes of Practice section of our website](#) or the copy enclosed in your application pack).

UK Social Care Regulatory Councils

There are four social care regulatory councils in the UK and each one maintains a register in its own country. The councils are:

- The General Social Care Council (GSCC)
- The Northern Ireland Social Care Council (NISC)
- The Scottish Social Services Council (SSSC)
- The Care Council for Wales (CCW)

Which Council should I register with?

You must register with the council of the country in which you work. If you work in more than one UK country you must first register with the council for the country where you do most of your work. If your first application is successful, the council where you do most of your work will help facilitate your registration with the councils of any other countries where you work. Please refer to the [Transfer and Additional Country Registration section of our website](#) for further information.

You are advised to refer to the website of the council of any other UK country where you work, or intend to work. Legislation and registration rules do vary between the UK countries and you should ensure that you are familiar with their requirements. If you are unsure which country to register with, call the Helpline on **0845 070 0630**.

What is the duty of the GSCC?

It is the duty of the GSCC to promote:

- high standards of conduct and practice among social care workers; and
- high standards in their training.

Under the Care Standards Act 2000, the GSCC is required to be satisfied that an applicant is of good character and conduct, competent, appropriately qualified and physically and mentally fit to work in all or selected social care environments.

We have developed Rules, approved by the Secretary of State for Health, dealing with our registration processes. You can find a copy of the Registration Rules 2008 in the [‘Apply for Registration’ section](#)

of our website.

Application Checklist

We cannot process incomplete applications, or applications where the correct payment is not included. Incomplete forms, and those without payment, are returned and cannot be considered.

The application checklist is there to help you ensure that you submit a complete application. We advise you to return to the list when you have completed your form.

How to fill in your application form

Section 1: Your details

Please complete all parts of this section.

Please apply in the name you wish to use for work purposes.

If any of the details in your application change prior to your registration you must let us know. Failure to notify changes may be considered as misconduct.

GSCC Reference Number: When you first apply to join the SCR, as a student or with any one of the four social care councils in the UK, you are given a reference number that is unique to you. Once you are registered this number becomes your Social Care Register (SCR) number and is made available to the public. Irrespective of which part of the register you are on, or which council you are registered with, the number remains unchanged. If you leave the register for any reason and then apply again, you will keep the same SCR number that you were given when you first applied. This is why we need to know your SCR number, if you have one.

Once you are given your SCR number: you should quote it on all correspondence with the GSCC.

National Insurance (NI) Number: We ask for this information as the NI number is a unique identifier and can be used to cross-refer with other applications you make.

Section 2: Professional qualifications

You must hold a GSCC-approved qualification to register as a social worker on the SCR. The most commonly held qualifications are listed below but for a full list, please refer to Schedule 1, Courses and Training, of the GSCC Registration Rules 2008. You can find a pdf copy of the Rules in the '[Apply for registration](#)' section of our website.

A degree in social work approved by one of the social care regulatory councils of the UK
Diploma in Social Work (DipSW)
Certificate in Social Service (CSS)
Certificate of Qualification in Social Work (CQSW)
Letter of Comparability to the CQSW issued by CCETSW to social workers trained outside the United Kingdom
Courses recognised by the Association of Psychiatric Social Workers (AAPSW) which lead to membership of the association *
Courses recognised by the Institute of Medical Social Workers which lead to eligibility for registration of an associate of the institute (AIMA or AMIA) *

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 in Social Work issued by the Council for Training in Social Work from 1962 to 1971.
Certificate in Child Care or Home Office Letter of Recognition in Child Care
A social work qualification approved by any of the social care regulatory councils of the UK.
*If you are applying with one of these qualifications, please enclose a copy of your certificate with your application.

Date of award: If you know the date of the award of your qualification please include this information on the application form. If you do not know the date, please leave this blank.

Certificate number: This does not apply if you hold a social work degree. For other awards, if you know your certificate number, please include this information on the application form. If you do not have the number, please leave this blank.

Your name when you qualified: If you have changed your name since qualification, we need you to tell us your name when you qualified, if it is different to the name given in Section 1.

Section 3: Current employment

Please complete this section.

You must tell us:

- your current employment status i.e. whether or not you are currently employed or unemployed; and
- if you are in employment, the sector that best describes where you are employed for the majority of your time.

The definitions of the sectors are:

- public sector – organisations that are wholly or partly funded and regulated by local or national government;
- private sector – organisations that are not owned, controlled or funded by government; and
- voluntary sector – organisations that are usually maintained at least in part by private or charitable donations rather than by government or other official support

Head Office address of organisation: We need to know the Head Office address of your employing organisation as this information is recorded separately on our database and is used by the GSCC to provide information to employers and other relevant organisations, in accordance with the data protection statement in the application form.

Your work address: We also need to know your actual work address if this is different from the Head Office address.

How would you describe this job?: We ask you to describe your job by ticking one of seven boxes e.g. employed in social care. This information is collected as part of the monitoring of trends in the social care workforce.

Second jobs: There is space to enter two sets of current employment. If you work for more than one employer, first give details of the job and the employer you spend the majority of your time with. Then enter the details of the job and the employer you spend the next greatest amount of working time with.

Section 4: Employment History

In your employment, study and sabbatical history, you need to give details of:

- your employment since leaving school, including work inside and outside social care and part-time work;
- unpaid work;
- any periods of study;
- any time you have spent on sabbatical;
- any time spent outside the UK; and
- any period not accounted for above.

If you have spent time working for an employment agency give the name and address of the agency and indicate clearly that it is an agency. You do not need to give us details of all the places where you worked through the agency.

If you need to continue on a separate piece of paper, you will find a sheet called 'Additional information' in your application pack.

Section 5: Other regulatory bodies

In this section we need to know which other regulatory bodies you are, or have been, registered with. These are:

- British Psychological Society;
- General Dental Council;
- General Medical Council;
- General Teaching Council for England;
- General Teaching Council for Northern Ireland;
- General Teaching Council for Scotland;
- General Teaching Council for Wales;
- Health Professions Council; and
- Nursing and Midwifery Council.

If you are, or have been, registered with one of the UK care councils, please include your GSCC reference/SCR number in Section 1 of the application form.

Section 6: Character and Conduct

Why does the GSCC need to know this information?

Under the Care Standards Act 2000, the GSCC is required to be satisfied of an applicant's good character and conduct.

How will the GSCC assess suitability?

In practice, many declarations relating to character and conduct will not affect your suitability to work in social care. Each case will be considered on its own merits. We will take into account a broad range of information when we are considering your suitability. This includes:

- the seriousness;
- the length of time since the offence;
- whether you have a pattern of similar behaviour;
- whether your situation has subsequently changed;
- the surrounding circumstances;
- your explanation;
- the relevance of the matter to social care work; and
- evidence submitted by you to support your good character, and your commitment to working safely in social care and upholding the trust and confidence of people who use social care services.

We also consider the order of your employment, study and sabbatical history and any unexplained gaps alongside any declaration you make.

We need to be satisfied of your suitability to be registered, in accordance with our statutory duties.

What information does the GSCC need to complete the suitability assessment?

You must complete the 'Additional information' sheet to tell us more details about any declarations made. Please make sure that you record your name and date of birth on any additional documentation you include with your application.

We require the following additional information for **every matter** declared:

- date of occurrence;
- your age at the time;
- the nature of the incident or other related matter and the surrounding circumstances;
- your explanation of the incident or other related matter;
- type and length of sentence or penalty imposed ;
- who imposed the penalty and in what country;
- nature of penalty;
- any reduction in penalty; and
- how your circumstances may have changed since this occurred.

Failure to provide the additional details will result in the application form being returned to you. If we later find out that you have given false information or withheld relevant details, your registration may be called into question.

Assessment and registration decision

When we have enough information, we will assess your suitability to register. We will take into account all of the information we have gathered.

If we consider that you should not be registered or that conditions should be attached to your registration, we will refer your application to the Registration Committee. The referral of applications to this independent panel is intended to be a check on the GSCC's processes and to prevent officers of the GSCC from attaching unreasonable or unnecessary conditions to registrations. The committee is not bound by the recommendation of the GSCC and will make its own decision.

It can make one of three decisions:

- register you without conditions;
- register you with conditions; or
- refuse to register you.

If conditions are imposed, we will require evidence from you that you have met the conditions.

Part A – Criminal Matters

What do I need to declare?

You should declare all past, current and pending criminal matters even if, in the case of convictions, they are spent under the Rehabilitation of Offenders Act 1974 or related legislation outside England or Wales.

You should include any occurrences of being arrested, if you are or have been on bail or are currently being investigated. Even if you were conditionally or absolutely discharged you must declare this information on the form.

If a decision has been made about you in any part of the world, which has the same effect as one

of those described in the table, you should declare it. You should also declare any prosecutions pending anywhere in the world.

Definitions:

Conviction	<p>A conviction is a finding of guilt for an offence, made by a criminal court against an offender.</p> <p>You must declare each finding conviction for every offence considered by a criminal court (including a finding of guilt following a guilty plea). Please note that this is not limited (in England and Wales) to prosecution by the Crown Prosecution Service; it may include prosecution by a local authority, HM Revenue and Customs, the RSPCA, the Health and Safety Executive, the Food Standards Agency, the Department for Work and Pensions or the Information Commissioner, or other prosecuting body.</p>
Caution	A caution is a formal warning not to commit any further offences. You will have made a signed admission to the Police.
Reprimand or final warning	Reprimands and Final Warnings are administered to young offenders as an alternative to court proceedings.
Bind over	When bound over, you are obliged to keep the peace or be of good behaviour, usually for a specific period of time.
Anti-Social Behaviour Order (ASBO)	An Anti-Social Behaviour Order need not necessarily be made for a criminal offence but it carries criminal sanctions.
Prosecutions pending	You must tell us if you have any pending court proceedings or ongoing investigations.

In addition, please provide the following additional details about any offence you have declared:

- the date of the offence and the date of the conviction;
- the Police/Crime Incident Number;
- the name of the Police Officer and Police Station involved;
- the name and type of the Court e.g. Nowhere Magistrates Court or Somewhere Crown Court;
- a copy of any Anti-Social Behaviour Order; and
- pending prosecutions and court dates.

It would be helpful, where possible, to provide a recent enhanced CRB disclosure, certificates of conviction for criminal offences and copies of police summaries where available.

Additionally, if you have received a conviction for driving whilst under the influence of alcohol we will need to know the alcohol level found.

Part B – Disciplinary Matters

Please provide the following additional details about any disciplinary investigation you may have been subject to or which is currently being investigated:

- a full explanation of why the investigation was instigated and surrounding circumstances;
- name of the body that imposed the disciplinary finding;
- your position within the organisation at the time of the investigation;
- date of the incident;
- current status of the investigation;
- if the investigation is currently ongoing, tell us if you are suspended or have any restrictions imposed, and a likely outcome date;
- where you have left an organisation before the outcome of an investigation was known, give full details of the reasons for the investigation and your reasons for leaving before the outcome was known; and
- the penalty imposed and length of time.

Please provide us with a contact name, telephone number and address, including email address (if known) for the relevant person in the HR department dealing with your investigation.

You should declare all disciplinary findings, even if they are spent under the disciplinary rules and codes of practice of the employer, HEI or regulatory, licensing or professional body concerned.

Part C – The Protection of Children and People who use Services

The GSCC needs to know if you have ever been subject to any of the orders listed below:

- the Protection of Vulnerable Adults (POVA) list;
- the Protection of Children Act (POCA) list; or
- section 142 of the Education Act 2000 (formerly List 99).

We also need to know whether any child who you are a carer for, or have parental responsibility for, is or at any time, has been subject to:

- Social Services welfare checks;
- Section 47 investigation;
- Child protection plan; or
- placed on the Child Protection Register or removed from your care by court order in or outside the UK as a result of child protection proceedings.

You must also tell us if you have ever been ordered to comply with the following:

- the registration requirements under the Sexual Offences Act 2003 or the Crime and Disorder Act 1998; or
- the notification requirements under the Sexual Offences Act 2003.

Please note that you must disclose details of the above, even if the order made was on an interim basis and/or was varied or discharged on appeal, irrespective of when this was made.

To assess your character and conduct properly, the GSCC needs you to provide all relevant information in relation to any declaration made in this section. This includes:

- date of order;
- expiry date;
- length of the order;
- the surrounding facts and your explanation for them; and
- how your situation has changed since the order was made.

Please provide us with a contact name, telephone number and address, including email address (if known) for the relevant person who is dealing/dealt with your investigation.

You may also wish to enclose copies of any documents relating to the order imposed, and any related documents which you provided to your employer.

Character references and additional information

If you have made a declaration the GSCC may require character references. These should be from someone who knows you well in a professional capacity and who can confirm your good character and rehabilitation with regard to your conviction(s).

The person providing the reference should have known you for a period of at least two years. He/she must not be:

- related to you by birth, marriage or civil partnership;
- conducting a personal relationship or living with you in any capacity; or
- a co-director of a company with you.

Please provide us with the name and contact details for two referees with your application so that we may contact them should we require further information.

We will write to you if we require any more information. We may also contact your employer, HEI, regulatory or licensing body or a third party as part of our suitability assessment.

Failure to provide the additional details will result in the application form being returned to you. If we later find out that you have given false information or withheld relevant details, your registration may be called into question.

Part D – The Vetting and Barring Scheme

The Independent Safeguarding Authority (ISA) registration process which was due to begin in summer 2010 has been halted by the Government and is currently being reviewed. Please refer to 'Vetting and Barring Scheme – incorporated FAQs' for guidance on completing this section of your application form. The ISA guidance notes can be found on our website at www.gsc.org.uk by following the link to the appropriate application form from the 'About the Social Care Register' section on the Home page.

The Vetting and Barring Scheme is being implemented by the Independent Safeguarding Authority (ISA). This scheme aims to prevent unsuitable people from undertaking certain paid or voluntary activity with children or vulnerable adults, which is now classified as regulated or controlled activity. The ISA will achieve this by vetting all those who wish to work with vulnerable groups and by barring those who pose a risk of harm.

The ISA is phasing out the following barring lists:

- Protection of Vulnerable Adults (POVA) list
- Protection of children (POCA) list
- Section 142 of the Education Act (2000) (formerly List 99)

These have been replaced with two new barred lists:

- ISA childrens barred list
- ISA vulnerable adults barred list

Data protection

By completing and returning the application form, you are subject to the personal declaration you are signing on the form, including the exchange of information about you with the ISA.

What to do if you are issued with an ISA number in the future

If you are issued with an ISA registration number at a later date, please tell us by:

- using the 'notify us' section on MyGSCC, the online tool for registrants available through our website www.gsc.org.uk; or
- emailing us at changeofcircumstances@gsc.org.uk; or
- writing to us at Myson House, Railway Terrace, Rugby, Warwickshire, CV21 3HT.

If you have any questions you can email registration@gsc.org.uk or phone 0845 070 0630 (+44 (0)1788 532402 if calling from outside the UK). We are available to take your call from 9am to 5pm, Monday to Friday. Additional information can be found on our website at www.gsc.org.uk.

Further information about the Vetting and Barring Scheme

While the registration element of the vetting and barring scheme is under review the following information is only partly applicable. The ISA will assess any safeguarding information it receives in relation to any individual and may still bar an individual if they consider the person is not suitable to work with children and/or vulnerable adults.

The Vetting and Barring Scheme is being implemented by the Home Office on behalf of the Department of Children, Schools and Families, and the Department of Health.

From 26 July 2010 new entrants to the workforce and those moving jobs will apply for ISA registration at the same time as they apply for an enhanced CRB check. From 1 November 2010 ISA registration will become mandatory for these groups. Registration for other workers will be phased in over the following five years.

The CRB check provides a full history of an individual's criminal history and evidence of ISA registration will demonstrate to employers that there is no known reason why an individual cannot work with vulnerable groups.

Once a person is ISA registered they are 'subject to monitoring', which means that their status will be re-assessed by the ISA if any new safeguarding information comes to light. The ISA status 'not ISA registered and not barred from working with children and/or vulnerable adults', will include those people who have yet to register with the ISA and those who do not work in a regulated or controlled activity (either having never worked in it or having left it).

For more information visit www.isa.gov.org.uk, www.crb.gov.uk, or call the contact centre on 0300 123 1111.

Section 7: Endorsement including verification of identity

To the applicant

Please give this section of the guidance notes to the person who is going to endorse your application. If you're unsure who can endorse your form see the section below called '[Who can be an endorser](#)' or ask your Human Resources department. If you're still unsure please contact our helpline; this can prevent us having to return your form to you if it's incorrectly endorsed.

Your endorser is responsible for checking your identification documents. You will need to give the original documents, and a photocopy of each, to your endorser when you give them your application form.

Acceptable forms of identification: ideally your documents will be:

- your birth certificate
- and one** of the following:
- passport (it is only the photographic page that needs to be photocopied);
 - photographic driving licence;
 - photographic identity card from one of the Armed Forces (including Armed Forces identity cards outside of the UK);
 - European Union Identity Card;
 - National Identity Card (issued to British citizens);
 - Identification Card (issued to EEA and Swiss nationals who live in the UK and exceptionally to some British citizens);
 - Identity Card for Foreign Nationals (issued to those from outside the EEA and Switzerland);
 - 1951 Convention travel documents for refugees;
 - Convention travel document issued by the UK;
 - Stateless persons' document issued by other countries;
 - Stateless persons travel document issued by the UK; or
 - Application registration card (ARC).

If you haven't got your birth certificate and/or one of the other documents please don't hesitate to call our helpline who will be able to advise on alternatives.

Your endorser will write on the photocopies to confirm that they've checked the documents. Make sure that the endorser gives these to you when they return your application form to you as you must send the photocopies to us together with your application.

To the endorser

Please read these notes before completing the application form. The GSCC places significant weight on the endorsement of applications to join the register and it's important that you understand the role you are undertaking.

Who can be an endorser?

The table below contains criteria necessary for an endorser to be considered suitable. If you are unsure whether you are the right person to endorse the application, please contact our helpline. Your human resources department might also be able to help you further

Continued over.

People who can endorse an application	
Applicant’s employment status	Examples of suitable endorsers
Employed in social care work	The line manager, the HR manager, another manager more senior to the applicant (all from the applicant’s employer).
Employed in social care work by an employment agency	A manager from the agency.
On secondment from a social care employer	The line manager, the HR manager, another manager more senior to the applicant of the social care employer from whom the applicant is seconded.
Independent social workers who are self-employed in social care or Unemployed social workers who have worked for a social care employer during the last five years	A manager, more senior than the applicant, of a social care employer, who could be: <ul style="list-style-type: none"> • a manager of a social care organisation, which employed the applicant for a period of six months or longer during the five years preceding the application; or • a manager of a social care organisation which commissioned the applicant’s services during the five years preceding the application. <p>Please note: If the applicant is a director of an organisation, it is not acceptable for a co-director to endorse their application.</p>
Independent social workers who are: self-employed outside of social care employed, but not by a social care organisation or Unemployed social workers who have not worked for a social care employer during the last five years.	One of the following: <ul style="list-style-type: none"> • a manager of a social care organisation, which employed the applicant for a period of six months or longer during the five years preceding the application; • a manager of a social care organisation which commissioned the applicant’s services during the five years preceding the application; • a manager of the applicant’s current or last employer; or • someone in authority from the higher education institution attended by the applicant e.g. tutor or course leader.
Newly qualified (within the last two years) social workers who are not employed in social care	Someone in authority from the higher education institution attended by the applicant e.g. tutor or course leader
Please note that it is not acceptable for an endorser to be a peer of the applicant, a member of the applicant’s family or be married to or be the partner of the applicant.	

The role of the endorser: by endorsing the application you are:

- a. confirming that verification of the applicant’s identity has taken place in accordance with our instructions;
- b. confirming that you’ve read the applicant’s response to declarations of any disciplinary or criminal record, and declaration of any court hearing or disciplinary hearing that is pending and that these agree with your own records;*

- c. providing any further information that could affect the applicant's suitability for registration;
- d. confirming that there is no reason, to your knowledge, why the applicant should not be registered on the SCR; and
- e. by implication, vouch for the applicant's good character.

* if you are not the applicant's current employer we realise that this check might not be possible.

Verifying the identity of the applicant: this is a very important part of the endorser's role. You, or someone on your behalf**, need to make sure that the applicant is who they say they are and to do this we ask you to check two forms of identification. The applicant should give you their original documents and photocopies of both. See the section above called [Acceptable forms of identification](#) if you're in any doubt about the documents you've been given.

**You can delegate this function to someone else in your organisation but they should still be senior to the applicant. If you choose to delegate this you need to be confident that the function will be carried out correctly. You will also need to give us the name and job title of the other person; you'll see a space for this in part D of the endorsement section of the application form.

Whoever confirms the identity of the applicant must write their own details on the photocopies of the identification documents. The details we need are:

- 1. name;
- 2. job title;
- 3. signature; and
- 4. date of signing.

Please give the signed photocopies to the applicant when you have endorsed their application form as they will need to send them to us with their form.

Part E Give further information: this part of the form is an opportunity for you to give us any information that you believe might affect the applicant's suitability for registration. If you don't have any such doubts then just leave this part blank. If you do have information to give us and there's not enough room on the form please continue on further sheets of paper and attach these to the application form. Please add the applicant's name to each additional sheet that you use.

Following the Protection of Title legislation that came into force on 1 April 2005, a person not registered on the Social Care Register, will be committing an offence, contrary to Section 61 of the Care Standards Act 2000, if he or she -

- (a) describes him - or herself as a social worker,
- (b) describes him - or herself in a way which implies registration with the GSCC, or
- (c) holds him - or herself out as registered with the GSCC,

if, by doing so, he or she intends to deceive another person.

Breaching Section 61 of the Care Standards Act 2000 is a criminal offence. It can be investigated by the police and prosecutions brought by the Crown Prosecution Service in the same way as other criminal offences.

Section 8: About your health

Why does the GSCC need to know about my health?

The law requires the GSCC to make sure that everyone we register as a social worker is physically and mentally fit to practise in the field of social care work in which the applicant wishes to work.

What does the GSCC need to know about my health?

You must tell us about any addictions or physical or mental health conditions or impairments you have that might prevent you from performing the work of a social worker safely and effectively in the field in which you wish to practise.

If you have such an addiction, condition or impairment then you should answer 'yes' to the first question in Section 8. You should also complete a 'Health Management Statement' which is available on our website.

If you are unwilling to sign all or part of the Health Management Statement please explain your reasons why on an 'Additional Information sheet'. You should seal the additional information sheet in an envelope marked 'Suitability Assessment'. Please record your name and date of birth on the envelope, and attach the envelope to the application form.

The application form asks you to complete a Health Consent Form. We do not require this anymore so please ignore that request. (The application form will be amended when we next replenish our printed stock.)

Assessment and registration decision

We will assess your suitability for registration.

We have the option of appointing a medical adviser if we require medical advice.

If we consider that you should not be registered or that conditions should be attached to your registration, we will refer your application to a Registration Committee. The referral of applications to this independent panel is intended to be a check on the GSCC's processes and to prevent officers of the GSCC from attaching unreasonable or unnecessary conditions to registrations.

The committee is not bound by the recommendation of the GSCC and will make its own decision.

It can make one of three decisions:

- register you without conditions;
- register you with conditions; or
- refuse to register you.

Registration with a condition relating to your health

If we register you with a condition relating to your health, you must only do work that you are able to carry out safely. This may require discussion with your employer, for example, to agree changes to your duties.

Section 9: Fees and Payment

The registration fee is £30 per year. The fee is tax deductible.

You must send your first year's registration fee, or direct debit instruction, with this application.

Please note that we cannot process your application without the correct payment. Unless the correct payment is made your application will be returned to you. The GSCC does not accept any liability for any application form that we return to you.

Please also note that:

- if you do not complete the application process for any reason the fee is not refundable;
- if you are removed or withdrawn from the register any fees collected will not be returned; and
- if your application is refused for any reason the application fee will not be returned.

How to pay

Direct Debit

Direct debit is the most convenient way to pay and is covered by the Direct Debit guarantee. This guarantee is offered by all banks and building societies that take part in the direct debit scheme. If the amount or date of payment changes, the GSCC will notify you 10 working days in advance of your account being debited. The scheme also guarantees a full and immediate refund from your branch if an error is made by either the GSCC or your bank or building society. You can cancel your instruction at any time through your bank or building society.

A direct debit instruction form is included with this application form. Please ensure that you have fully, and accurately, completed all sections. If the form is incomplete, or your account details are incorrect, this will delay consideration of your application for registration. Please write your last name, post code and SCR number (if known) on the back of the form.

Cheques

If you want to pay by cheque, please make the cheque payable to the General Social Care Council.

If you are not the account holder for your payment please provide the details of the account holder on the application form. This will help us to ensure the payment can be matched with your application.

We receive significant numbers of cheques that are not completed correctly. This means that we cannot process the application and have to return the form to the applicant. Please use the diagram below to help you to check that you have fully completed all sections of the cheque.

How to complete a cheque correctly

- 1 Make sure you write 'The General Social Care Council' in the 'pay' section
- 2 Write the amount in words followed by 'only'
- 3 Write today's date
- 4 Write the amount in numbers
- 5 Sign the cheque
- 6 Please write your last name, post code and SCR number (if known) on the back of the cheque.

Your Bank		3 Date <u>30/05/2010</u>
1 Pay <u>The General Social Care Council</u>	2 <u>Thirty Pounds only</u>	
	4 <u>£ 30.00</u>	
		5 <u>Signature</u>
Cheque number 1232345234245	Sort code 23-34-56	Account number 12345678910

6 Back of cheque

Postal orders

If you prefer, you can also pay your application fee using a UK postal order. Please write your last name, post code, SCR number (if known) on the back of the form.

Online

Although you will not be able to pay your initial application fee online, once registered you will be able to set up a MyGSCC account. MyGSCC is an interactive service that lets registrants take control of updating their records with us and pay their annual fees and renewal fees online. Once your registration is confirmed, if you would like to use this service, please follow the instructions on our [website](#) to set up an account.

Other forms of payment

Regrettably, we are not able to accept payment by telephone.

Section 10: Personal declaration

It is essential that you sign and date this declaration. However, before you do this you must read the Code of Practice for Social Care Workers (enclosed in the application pack [or on our website](#)) and the data protection statement. The personal declaration and data protection statement are both repeated below.

The Code of Practice for Social Care Workers is a list of statements that describe the standards of professional conduct and practice required of social care workers and social work students. Once

Continued over.

you are registered you will be responsible for making sure that your conduct does not fall below those standards and that no action or omission on your part harms the wellbeing of people who use services. The GSCC may take action if you fail to meet those standards.

Personal declaration statement

I declare that:

- I have read all the guidance notes for this application form;
 - all of the information I have provided on this form is correct to the best of my knowledge and belief;
 - I understand that the General Social Care Council can refuse to register me if I have given false information or have withheld relevant details;
 - I understand that the General Social Care Council will investigate allegations of misconduct against me which could call into question my registration;
 - I understand that if I fail to inform the General Social Care Council about any issue deemed relevant to my registration which is subsequently identified, my registration could be called into question;
 - I agree to notify the General Social Care Council as soon as is reasonably practical about:
 - any changes in my employment details (e.g. change of status from employed to unemployed; change of employer, etc.);
 - any changes to my personal details (e.g. change of name, change of home address, etc);
 - any events that call into question my good character, such as criminal convictions, cautions or the commencement of criminal proceedings;
 - any disciplinary action pending or taken against me; and – any changes to my physical or mental health that may affect my ability to undertake my social work duties in social care safely.
 - I understand that if I fail to notify the General Social Care Council about any changes to the information in my application, it may be treated as misconduct;
 - I have read, understand and agree to comply with the Code of Practice for Social Care Workers;
 - I understand that, as a registered social worker, I will be responsible for upholding and promoting the high standards of the social care workforce;
 - I agree to complete and report on post-registration training and learning undertaken following my registration;
 - I agree to pay annual fees for the duration of my registration;
 - I have completed the direct debit form/enclosed my payment;
- and
- I have read the data protection statement and understand that by signing and submitting my application form I consent to the processing of my personal data and sensitive personal data in the ways described in it.

Data Protection

The GSCC is registered with the Information Commissioner and information supplied by you in connection with this application will be processed in accordance with the provisions of the Data Protection Act 1998.

Reasons for obtaining and processing information

We may use the information which you give us to:

- keep in contact with you;
- process your application;
- maintain accurate information including information contained in the Social Care Register;
- assist in any subsequent investigation of your conduct;
- protect the public;

- monitor trends in the social care workforce; and
- provide reports on the Social Care Register.

Equal Opportunities monitoring

Please note that any information provided by you on an equal opportunities monitoring form will only be used for the purposes of monitoring trends and providing reports on the Social Care Register. Reports will not identify any individuals.

Making information public

The GSCC will make public the register and other information in accordance with the provisions of the Care Standards Act, Rules made by the GSCC under the Act from time to time and any other legislation requiring publication.

Sharing information which is not publicly available

The GSCC will share information where required to do so by legislation or by the courts.

If we are satisfied that this is in accordance with the terms of the Data Protection Act 1998 and that the other organisation is under a duty to comply with the requirements of the Data Protection Act 1998 (or with comparable legislation, if the organisation is situated outside of the UK), the GSCC may also share information, including:

- your previous names, if any;
- your date of birth;
- your qualifications;
- your work or course address (except where disclosure would reasonably be expected to expose you to danger) and any work history; and
- any action taken in relation to previous conduct which you have declared in this form;

with

- educational establishments;
- employers or employment agencies;
- the Care Council for Wales;
- the Northern Ireland Social Care Council;
- the Scottish Social Services Council;
- other regulatory bodies;
- the police;
- the courts;
- government departments or agencies acting on their behalf; and
- similar organisations within or outside the UK.

Equal opportunities monitoring form

We will not use this information as part of the registration process. We will use the information on this form to help us ensure that all applicants and registrants are treated fairly and equitably. Any information provided by you will only be used for the purposes of monitoring trends and providing reports on the Social Care Register.

All research and reports generated will provide statistical data only and do not identify individuals.

Where to send your form

Once you have completed your application form, and the application checklist, please send it to the address below. Please make sure that you have:

- attached sufficient postage as failure to do so will delay delivery of your form to the GSCC; and
- included your fee payment as we cannot process your application without the correct payment and it will be returned to you. The GSCC does not accept any liability for any application form that we return to you.

See over for address.

Registration Team
General Social Care Council
Myson House
Railway Terrace
Rugby
CV21 3HT

tel: 0845 070 0630

email: registration@gsc.org.uk

What should I do if any information I give in my application form changes?

It is very important that you let us know straight away about any changes to any of the information you give us. This will help us to make sure that we keep the register up-to-date and protect the people who use social care services.

The changes could be:

- to your name, including by marriage, civil partnership or deed poll;
- to your contact details, ie address, email address and telephone number;
- registration with another regulatory body;
- disciplinary or criminal proceedings taken against you;
- to your health that, in your judgement, could affect your ability to work in social care safely; or
- your employment, such as changing employer or taking up paid or voluntary work in social care.

Please remember to make sure that we always have up-to-date contact details for you.

You can send us information by:

- letter;
- email to registration@gsc.org.uk;
- fax to +44 (0)1788 532477; or
- telephone to 0845 070 0630 (inside the UK) or +44 (0)1788 532402 (outside the UK).

What happens after I am registered

The public register

When you are registered, the public register will show the following information about you:

- your full name and title
- your registration number
- the postal town of your work address
- if conditions have been imposed on your registration;
- any current interim suspension orders;
- any current suspension orders; and

- any current admonishments.

This is available for members of the public, including employers, to check whether social workers are registered.

Your name should appear within 1-2 working days of your registration and is the ongoing proof of your registration with the GSCC. You can see who is currently registered by checking the public register [on our website](#).

The GSCC may in exceptional circumstances withhold from the register the postal town of any registrant where it is satisfied that disclosure of that information could reasonably be expected to expose the person to danger.

Registration Pack

When you are registered, you will be sent a registration pack which will include your registration certificate. This will take 7-10 working days from the date of your registration.

Changes to your Details

It is your responsibility to keep your registration details up-to-date. You can do this by setting up an online MyGSCC account ([see over](#)) or notify us by:

- letter to the address below;
- email to registration@gsc.org.uk;
- fax to +44 (0)1788 532477; or
- telephone to 0845 070 0630 (inside the UK) or +44 (0)1788 532402 (outside the UK).

The changes could be:

- to your name, including by marriage, civil partnership or deed poll;
- to your contact details, ie address, email address and telephone number;
- registration with another regulatory body;
- disciplinary or criminal proceedings taken against you;
- to your health that, in your judgement, could affect your ability to work in social care safely; or
- your employment, such as changing employer or taking up paid or voluntary work in social care.

Failure to notify us of changes may be considered as misconduct.

Please remember to make sure that we always have up-to-date contact details for you.

Annual Fees

Annual fees are due every year on the anniversary of the date of registration for each registration period. The annual fee rate for qualified social workers is £30. We will send you a reminder at least 28 days before each annual fee is due.

Renewal

It is compulsory for qualified social workers who intend to continue practising to renew their registration every three years. The GSCC sends out a renewal application pack to those on the register three months before registration is due to expire, so everyone should know in plenty of time what

they have to do and by when.

Registrants who do not complete the renewal process by the notified deadline will be removed from the Register and will therefore be unable to continue to practise.

Following the Protection of Title legislation that came into force on 1 April 2005, a person not registered on the Social Care Register, will be committing an offence, contrary to Section 61 of the Care Standards Act 2000, if he or she:

- (a) describes him - or herself as a social worker,
- (b) describes him - or herself in a way which implies registration with the GSCC, or
- (c) holds him - or herself out as registered with the GSCC,

if, by doing so, he or she intends to deceive another person.

Breaching Section 61 of the Care Standards Act 2000 is a criminal offence. It can be investigated by the police and prosecutions brought by the Crown Prosecution Service in the same way as other criminal offences.

Post Registration Training and Learning (PRTL)

You will be asked to confirm that you have completed the required amount of post-registration training and learning (PRTL) as part of the renewal process every three years. As specified in Schedule 3 of our Registration Rules 2008:

- every social worker registered with the GSCC 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;
- every social worker registered with the GSCC shall keep a record of post-registration training and learning undertaken; and
- failure to meet these conditions may be considered misconduct.

Please refer to the PRTL section of our website for further details, or MyGSCC where you can record your training and learning online.

MyGSCC access

MyGSCC is an interactive service that lets registrants take control of updating their records with us (for example, their contact details, current employment and PRTL record). They can also pay their annual fees and renewal fees online.

Once your registration is confirmed, if you would like to use this service please follow the instructions on our [website](#) to set up an account.

Your feedback

About Registration and the work of the GSCC: Feedback, comments or compliments

We always welcome feedback about registration or any other aspect of our work. Our contact details are:

Customer Service and Transformation Manager
General Social Care Council
Myson House
Railway Terrace
Rugby
CV21 3HT

Tel: 0845 070 0630 (inside the UK) +44 1788 532402 (outside the UK)

Email: info@gsc.org.uk

Fax: 01788 532476 (Inside the UK) +44 1788 532476

Your right to make a complaint

We realise that, from time to time, there may be problems or issues with registration, or the service you have been offered during the process. For more information about your right to complain, and how to make a complaint, please visit our website (www.gsc.org.uk) or contact us at:

Customer Service and Transformation Manager
General Social Care Council
Myson House
Railway Terrace
Rugby
CV21 3HT

Tel: 0845 070 0630 (inside the UK) +44 1788 532402 (outside the UK)

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