



Gofal Cymdeithasol **Cymru**
Social Care **Wales**



Student Registration Essentials

This guide contains essential information about
your registration with Social Care Wales
Spring 2021




Noddir gan
Lywodraeth Cymru
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Social Care **Wales**

User guide and key

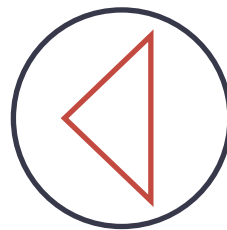
- This is a 'click and go' guide that enables you to find the information you want about specific topics quickly and directly
- The contents page shows what each section of the document covers. Click or tap the section you want and you will go straight to it
- Throughout the document, click or tap on any web link to go to that website. You can click or tap on the  button at any time if you want to return to the contents page



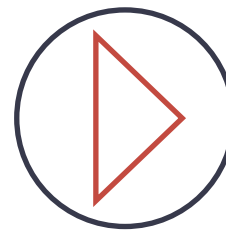
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This guide is about your registration with Social Care Wales

Did you know:

- now you are registered you can find your name on the **Register of Social Care Workers**
- you can find out more about us on our **website**
- you can follow us and tweet us on Twitter **@socialcarewales** 
- you can visit our Facebook page at **facebook.com/CareCareersWales** 

This guide is for registered social work students. If you are not registered as a social work student, please see the registration essentials document in the registration resources section of your SCWonline account.

Inside this guide Click or tap the page headings to go to the relevant page

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Images within this guide can be clicked to open the document or webpage. If you need this guide in any other format, please contact our registration team. You can find contact details on **page 18**.

Welcome to the Register in Wales

Congratulations on entering the first phase in your career as a social worker.

By registering you are reinforcing your professional status by committing to:

- uphold the standards in the **Code of Professional Practice for Social Care** at all times
- keep your registration, contact and employment details up-to-date.

We are leading a range of work to develop and support individuals and the profession as a whole. We will keep in touch with you using the email address you have given us. We will also share information through our Twitter account, Facebook account and website.

We will tell you about:

- new publications, such as practice guidance documents – these tell you in more detail what is expected of you in your social care role
- any forums or networks that are relevant to you – these are often an opportunity to discuss professional development, share good practice and meet other professional people
- the workforce – as part of our role we will provide information about the sector, including statistics and trends, and these can be used for learning and workforce planning
- documents we publish – these explain the impact of legislation or other important sector changes you should be aware of.

This is an exciting time to be joining the social care profession in Wales. There are many challenges but also opportunities.

Good luck with your studies.

The Register

As a registered person, you can now find your name on the public register (the Register). The Register is available online and anyone who is currently registered to practise in Wales will appear. The Register shows:

- your full name and title
- your registration number
- the county where you study
- the date you were registered
- information about fitness to practise, for example, decisions and compliances.



The Registration Rules

The **Registration Rules** are formally approved by the Welsh Government and are the legal basis for the registration of the social care workforce.

The Code of Professional Practice for Social Care

The *Code of Professional Practice for Social Care* (the Code) sets the standards, or rules, for all care professionals and social work students in Wales.

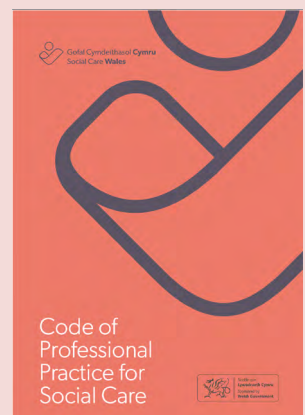
It gives criteria to guide your practice and clarity about the standards of conduct you are expected to meet. You are responsible for making sure you work to these standards at all times and that no action or omission on your part harms the well-being of individuals.

We will take account of the Code in considering issues of fitness to practise and will investigate any alleged breach of the Code. See [page 7](#) for more information.

You confirmed you have read and understood the Code as part of your registration. The Code and links to the mobile app are on our [website](#).

Social care workers must:

1. Respect the views and wishes, and promote the rights and interests, of individuals and carers.
2. Strive to establish and maintain the trust and confidence of individuals and carers.
3. Promote the well-being, voice and control of individuals and carers while supporting them to stay safe.
4. Respect the rights of individuals while seeking to ensure that their behaviour does not harm themselves or other people.
5. Act with integrity and uphold public trust and confidence in the social care profession.
6. Be accountable for the quality of your work and take responsibility for maintaining and developing knowledge and skills.
7. In addition to sections 1-6, if you are responsible for managing or leading staff, you must embed the Code in their work.



Important legislation

Social Services and Well-being (Wales) Act 2014

The *Social Services and Well-being (Wales) Act 2014* came into effect on 6 April 2016. The Act provides the legal framework for improving the well-being of people who need care and support, and carers who need support. It:

- puts people and their needs at the centre of their care, giving them greater voice and control over the care they receive
- encourages people to access advice and support at an earlier stage to maintain a good quality of life and reduce or delay the need for longer term care and support
- supports people so they can achieve well-being in every part of their lives
- involves people in the design and provision of the support and services they receive, recognising the knowledge and expertise they can bring.

We have worked with a range of partners to develop a national learning and development plan to support the implementation of the Act.

As part of this initiative, we developed an **Information and Learning Hub**, a one-stop-shop for the wide range of learning materials that were produced to help professionals in the social care, health and voluntary sectors implement the legislation in their day-to-day work.

Regulation and Inspection of Social Care (Wales) Act 2016

The *Regulation and Inspection of Social Care (Wales) Act 2016* became law on 18 January 2016 and came into force in Wales from April 2017.

The Act builds on the foundations provided by the Social Services and Well-being (Wales) Act and focuses on the impact and quality of the services people receive. The Act also created Social Care Wales, bringing together the Care Council for Wales and the Social Services Improvement Agency as one organisation, with a broader remit.

Fitness to practise

Fitness to practise – what does it mean?

Fitness to practise means that a worker has the skills, knowledge, competence and appropriate character needed to practise in the social care sector.

We will investigate cases where a registered person's fitness to practise is called into question and there is a risk to users of care and support. This may also include matters not directly related to professional practice.

Fitness to practise panels

Normally, fitness to practise panels are held in public.

What information is put on our website about fitness to practise?

On the fitness to practise pages on our **website**, you can find information about the fitness to practise process.

On the hearings **pages**, you can also find information about:

- upcoming public hearings and details about how to attend
- the outcome of public hearings – the reasons for an outcome are available on our website for a set period of time but the decision remains indefinitely
- current interim orders.

SCWonline – our online services

Your **SCWonline** can be accessed via our website or by clicking or tapping the image here.



Login to SCWonline

Online services for applicants, registrants, signatories, CIW Inspectors and Board members

You can:

- see your personal registration record
- pay your fees
- update your employment details
- see and show others proof of your registration
- update your personal details
- see your annual payment due dates
- view previous payment information
- view your bursary information (if applicable)
- read important guides and information in your registration resources folder.

We will:

- contact you using the personal email address you gave us with information about your registration and invite you to participate in our activities
- provide you with a clear up-to-date record of your registration
- ensure your fee record is up-to-date
- use the information we collect from the Register to produce statistics, reports and guidance documents to help the workforce.

Data protection

We are registered with the Information Commissioner. Our data protection statement is available on SCWonline.

Digital registration

We will use digital communication, such as email and text messages, whenever possible as it is the best way to give you a quick and useful service. Most registered persons communicate with us using SCWonline and email.

Did you know?

We use the email address you gave us when we need to talk to you about your registration. Because of this, it is important you check it regularly and keep it up-to-date in your SCWonline account.

We use the Registration Resources folder in your SCWonline account to share important and relevant updates with you, as well as documents and things for you to read.

Our approved signatories for your course can see and manage a list of their registered students in their SCWonline account.

The 'My Proof of Registration' section of your SCWonline account shows the status of your registration. You can show this screen to prove your registration is current.

SCWonline works on your mobile phone, so it is easy to update your registration information on the move, at any time.

We have developed a wide range of apps that can be used on your mobile device.

You can email the registration team at registration@socialcare.wales

Your registration journey as a social work student

Before registering with us

1. Apply to a social work course
2. Apply to register with us
3. Apply for a social work bursary (if nominated by your university)
4. Register/enrol at the university
5. Become registered with us

After registering with us

1. Pay a fee annually
2. Complete your social work training
3. Apply to register as a social worker
4. Take up a post as a social worker
5. Complete CPEL – Consolidation Programme
6. Renew your registration with us

Your responsibility to update your registration details

It is your responsibility to keep your details up-to-date as they allow you to practise and remain registered.

Your email address is the key to our contact with you. We use your contact details to send you reminders when your fees are due and to let you know about events, current information, forums and to ask your opinion for our consultations. Failure to notify us of changes to your personal details could result in a referral to our fitness to practise team.

Changes you must tell us about:

- contact details, including personal email address, home address and mobile number
- change to your employment such as job title, managing a different service, work address
- any change to your criminal record or your disciplinary record
- any change to your health that affects your work in social care
- registration with another regulatory body, for example, the **NMC**
- change of name or title – you should register in the name you are known by at work so that people will be able to recognise you on the Register.

What evidence is required:

Change	Document
Name change	A verified photocopy of your certificate of marriage, civil partnership or deed poll

How to tell us

You can see and amend your registration details online through SCWonline.

Documentary evidence of a change can be scanned and uploaded through **SCWonline**.

Registration period and fees

You will stay on the Register while you are a student on your social work course or for up to eight years from the date you were registered, whichever is the earlier.

Your £15 registration fee is due every year on the anniversary of your registration. We will remind you this fee is due using the email address you have given us, so it is important you keep it up-to-date. The fee will not be refunded if you leave the Register part-way through the year.

If you leave your course you will need to let us know, so if it is appropriate, we can remove you from the Register. If you then return to an approved social work degree, you can reapply to return to the Register in your SCWonline account.

Paying your fees

Direct Debit

Most people find it easier to pay by Direct Debit as it is a reliable and secure way to always pay your registration fee on time.

In **SCWonline** you can:

- see and print your payment record and receipts
- set up a Direct Debit
- make a new payment

You can find more information about registration fees on our **website**.

Continuing Professional Development (CPD)

Social workers are required to continue to learn and develop throughout their professional careers. Being accountable and responsible for their own personal development, as set out in the codes of professional practice section 6.

Social Care Wales has produced The First Three Years in Practice framework, which is designed to support social workers to consolidate and develop their expertise as they make the transition from social work graduate to competent practitioner.

All newly qualified social workers in Wales must within the first three-year registration period in which they are practising as a social worker complete the Consolidation Programme. They will only be able to renew their registration once they have successfully completed it.

Get more information about the Consolidation programmes and other social work qualifications [here](#).

Student funding

If you have been awarded a bursary by us this section is relevant to you.

Once our student funding and grants team has received confirmation you are registered with us as a social work student and received confirmation from your university that you are enrolled on your course, you will receive the first instalment of your bursary.

If you have been nominated for and awarded the bursary, you will be eligible to receive the bursary for the duration of your course, that is £2,500 x three years if you're an undergraduate student and £6,640 x two years if you're a postgraduate student. However, you must complete a Bursary Renewal Form before the start of your second and third years to receive the bursary. We will email you when the forms are available to complete and submit on SCWonline. This usually happens around June each year.

Postgraduate students can also apply for the Income Assessed Grants and Allowances (IAGA). These are income assessed and awarded depending on your household income. If you wish to apply for the Parents Learning Allowance, Childcare Grant or Adult Dependents Grant elements of IAGA, please contact the student funding and grants team before applying to make sure you are eligible. You must complete and submit a new IAGA form each year in case your household income has changed during the last year.

If you suspend your studies at any point during an academic year, you will only receive the remainder of the bursary you are entitled to when you return to complete that academic year, that is you cannot receive more than £2,500 or £6,640 while completing any academic year. You will also have to repay any bursary you were not entitled to after the last date you attended the course or withdrew permanently from the course.

You will receive your initial Practice Learning Opportunity Allowance (PLOA) before you start your practice learning opportunity. The student funding and grants team will send you an email a month before you are scheduled to begin your PLOA. This email will include details of how you can claim reimbursement for any travel costs that exceeded the initial PLOA you have already been awarded. The email will also contain a copy of the Travel Scheme, the Travel Claim Form and guidance about how to complete them.

If you need any more information about bursaries or reimbursement of travel costs, please get in touch with our student funding and grants team at studentfundingandgrants@socialcare.wales or call us on **029 2078 0698**.

Your registration assistant

Your registration assistant has been written based on questions asked to our staff. If you have a question you would like featured, contact us at registration@socialcare.wales.

Can I use SCWonline on my mobile?

You can! **SCWonline** has been developed to work on mobiles and tablets meaning you can log in easily at any time.

How do I pay my fees?

The easiest and most convenient way to pay your fees is by Direct Debit, and you will be covered by the Direct Debit Guarantee. You can set up a new Direct Debit, or choose to pay by credit or debit card online in your **SCWonline** account.

I want to log in to SCWonline and I can't remember my password – can you help?

We know it can be difficult to remember a password so we have added a 'forgotten your password' option on the **SCWonline** log in screen.

I would like to know more about my area of work, is this something you can help with?

It is! We have a wealth of information on our **website**. We also publish information in our annual reports about the registered workforce.

What do I need to do to update my details such as my home address or email address?

Updating your details is quick and easy, and can be done by logging in to your **SCWonline** account.

When will I be registered as a student?

You won't be registered until your application is complete and you enrol with your university. Your HEI will inform us of this date.

When do I apply for a bursary?

You will be sent an invitation to apply for a bursary after you have completed your application to register as a social work student.

How do I prove that I am registered?

You can see your real time registration status and details in your **SCWonline** account by clicking on the left hand menu and selecting 'My proof of registration'. People can also search for you on the Register on our website.

Where can I find my registration number?

Once you are registered, you can find your registration number in lots of places in your **SCWonline** account. For example, once you have logged in, your registration number will appear on the bar at the top under your name.

I have another social care job, as well as being a social work student. Do I need to register again for this role?

If your social care job is in a role **requiring registration**, you will need to make a separate application to register to practise in that role.

When do I renew my registration?

Students do not need to renew their registration. As a student, you will need to pay a fee each year you stay on the Register. Once you are qualified, you will be removed from the Register and invited to apply as a newly-qualified social worker.

I have questions about my bursary. Who do I contact to find out more?

You can send any questions about your bursary to **studentfundingandgrants@socialcare.wales**. We have a specialist team who manage our student funding and grants who will be happy to help you.

Completing your course

Your university will tell us when your course has ended and we will remove your name from the part of the Register for students.

If you have passed your course, we will invite you to apply to register as a qualified social worker.

Registration as a social worker is not automatic and you will have to demonstrate your competence, good conduct and character. You can apply in your SCWonline account and pay a fee.

Useful resources and information

In the **resources section** of our website, you can access a range of publications, video clips and online links. You can also search for a keyword, or select a category and browse.

You can find links to some of our useful publications here:

[Code of Professional Practice for Social Care – resources](#)

[SCWonline registration resources](#)

[Duty of candour](#)

[Current registration data reports](#)

[The Consolidation Programme for Newly Qualified Social Workers](#)

[Continuing Professional Education and Learning \(CPEL\) Framework for social workers](#)

[Fitness to practise rules](#)

Contact us

More information is available on our website: socialcare.wales

Email: registration@socialcare.wales
ftp@socialcare.wales

 [@SocialCareWales](https://twitter.com/SocialCareWales)  [Care Careers Wales](https://www.facebook.com/CareCareersWales)

You can speak to us Monday to Friday, 9am to 5pm

Registration Helpline: **029 2078 0646**

Fitness to practise: **029 2078 0648**

Social Care Wales

South Gate House, Wood Street, Cardiff CF10 1EW

Email: info@socialcare.wales | Website: socialcare.wales

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This document is also available in Welsh.