



Registration of domiciliary care workers – confirmed competence route

1. What is confirmed competence?

During the consultation we carried out in 2017 on the opening of the Register to domiciliary care workers, one of the concerns raised was that some experienced workers will not want to complete a qualification to register, resulting in the sector losing good workers.

In response to this, we have set up an alternative route for registration which will allow this group of workers and others to become registered without the need to complete a formal qualification. This is the confirmed competence route.

2. Who is eligible for registration through confirmed competence?

To be eligible for this route to registration, a worker must meet the following criteria:

- They must have at least three years' experience of working in the role within the last 5 years. This does not need to be consecutive experience.

This can be working on a full time or part time basis.

The 3 years' experience can be across different employers. You as the current employer must be satisfied that they have sufficient experience based on their employment history and references you may have received from their previous employer. You must be confident that they are able to consistently demonstrate the **competencies required**.

- The registered manager for the organisation must confirm and sign a statement of competence to confirm that the worker has been assessed as being competent in their role.

3. What is a statement of competence?

The Statement of Competence is a **signed declaration** from the registered manager who has observed/assessed the practice of a worker over time and has witnessed practice that is consistently lawful, safe and effective.

4. How do I as a manager assess competence for this purpose and what evidence is required?

We have created a **logbook of the practice competencies** you need to assess and the worker must meet.

A portfolio of evidence should be collated and maintained. Information with examples of what could be included in the portfolio of evidence is available within the logbook of the practice competencies.

We may carry out sample checks on Statements of Competence and request copies of portfolios. This is to satisfy ourselves that workers are suitable for registration.

CIW is not responsible for checking confirmed competence and will not carry out any additional checks. The registered manager is responsible for the accuracy of the statement of competence. If CIW has concerns about the competence of any registered person, it will refer this to us.

5. How does a registered manager confirm competence of a worker?

Once you are satisfied that all the practice competencies have been assessed, the worker can make an application to register. Within the application they will select the confirmed competence route and this will include selecting their registered manager. The manager will be sent an email asking them to log into their SCWonline account and complete the statement of competence electronically.

We have also created a certificate of competence should you or your worker wish to keep it for your own records – we will not need to see a copy unless the registered manager is unable to complete the process online.

6. If registering through the confirmed competence route, will the worker need to complete a qualification before renewal will be granted?

The purpose of the confirmed competence route is to keep good, experienced workers in the sector.

Workers who register through the confirmed competence route before April 2020 will not need to complete a qualification to re-register in the future.

7. Does post-registration training and learning (PRTL) apply?

Yes. All registered workers are required to complete 90 hours/15 days of post-registration training and learning within their three-year registration period.

Your workers can keep a record of their training in their personal SCWonline accounts. We would encourage them to maintain this as and when they complete the training. This will make the renewal process much quicker and easier for them.

8. Is there a limit on the number of workers who can use the confirmed competence route from any single organisation?

No, but we will monitor the numbers to ensure that the majority of domiciliary care workers are qualified or working towards their qualification. Confirmed competence can only be used for experienced members of staff who are not prepared to go through a qualification.

9. If somebody registers through this route and changes employer is their registration still valid?

Yes. Confirmed competence is a route to becoming registered, and this registration remains valid for the duration of the registration period. Registration is not linked to an organisation as it is a personal registration.

10. What are the alternatives to using the confirmed competence route for registration?

The alternatives up to April 2020 are a practice qualification or completion of the Level 2 Award for Social Care Induction (Wales) and a statement of competence signed by a registered manager. Full details on the routes which can be taken before or after April 2020 are on our [website](#).

