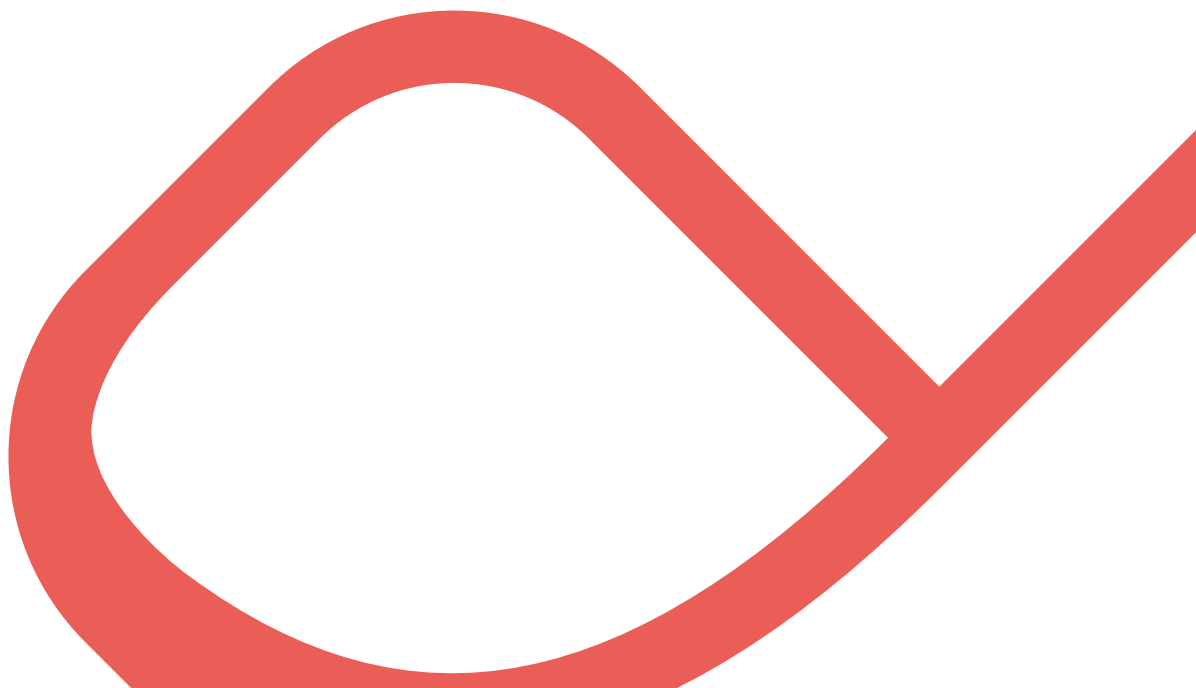




Gofal Cymdeithasol **Cymru**
Social Care **Wales**

Verifying and endorsing guidance

A guide for social care
professionals and employers



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Other formats:

This document is also available in Welsh. Copies of this document are available in large print or other formats, if required.

This guide will explain the verifying and endorsing process for applications to join and renew registration on the Register of Social Care Workers (the Register).

You can click on the headings below to read each section.

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Helpful links

Contact us: registration@socialcare.wales

Find out more at: socialcare.wales

Access the SCWonline account:
www.scwonline.wales

Endorsement

1.1 What does endorsement mean?

Endorsing is confirmation that a person's application to register or renew their registration is supported. It confirms that the information the person has given to us is correct and that there are no issues with their character, competence or fitness to practise, and means we can consider the person suitable to register with us.

1.2 Who needs to be endorsed?

Applications to join the Register

The groups of workers whose applications to join the Register will need to be endorsed are:

- residential child care managers
- residential child care workers
- domiciliary care managers
- domiciliary care workers
- adult care home managers
- adult care home workers
- residential family centre manager
- fostering service manager
- adult placement manager
- social workers (including applicants who are newly-qualified and those qualified outside the UK).

Applications from social work students to join the Register do **not** need to be endorsed.

Applications to renew registration

Applications from domiciliary care workers, adult care home workers and residential child care workers to renew their registration will need to be endorsed.

We will send registered persons an invite to renew their registration 86 days before the end of their three-year registration period. All applications to renew registration must be completed using SCWonline and we must receive the completed and endorsed form with full payment of any fees at least 21 days before the renewal date.

Social work students do not renew their registration.

1.3 Who should endorse?

Endorsers should:

- be the approved Social Care Wales signatory for an organisation
- be a person in a senior role
- where possible have undertaken a police check such as a DBS
- be a professional who is **not a relative or in a personal relationship with the applicant.**

Approved signatories can:

- endorse applications
- verify documents
- verify post-registration training and learning records (PRTL)
- help maintain an up-to-date Register.

Information about becoming a signatory is available on our [website](#).

The tables on the following pages will help you identify suitable endorsers.

The applicant is...	The endorser should be...
Employed in social care	<p>The Social Care Wales signatory for the organisation.</p> <p>If the applicant has more than one social care job, the signatories from both organisations will need to endorse the application.</p>
Self-employed in social care or employed by a family member	<p>Two senior people from different social care employers – one needs to complete the endorsement section and the other needs to countersign as a second endorser.</p> <p>Both endorsers need to have known the applicant for at least two years.</p>
Employed in social care by an employment agency	<p>The approved signatory for the employment agency.</p>
Working on secondment	<p>The Social Care Wales signatory for the organisation from which the worker is seconded and the signatory for the organisation seconded to.</p> <p>Both employers should be listed as 'current employment'.</p>
A newly-qualified social worker	<p>If the applicant is employed in social care, the Social Care Wales signatory for the organisation.</p> <p>If the applicant has not yet gained employment in social care, the Social Care Wales signatory for their social work course.</p>
Unemployed	<p>The following options are available:</p> <p>Either</p> <ol style="list-style-type: none"> 1. The applicant's most recent social care employer, if they were employed within the last three years, or 2. The signatory for the applicant's social work or social care course, if they completed the course within the last three years, or 3. Someone senior from a social care employer, or 4. An owner or manager of a social care business who is registered with us and knows the applicant's work <p>and</p> <p>A second endorsement from a professional individual who can vouch for the person's good character and suitability to register. The professional individual could be a registered professional, a magistrate, a solicitor, a doctor or a headmaster. This person needs to have known the applicant for at least two years.</p> <p>If this person is not a signatory, they cannot endorse the form, but they can provide a character reference to accompany the first endorsement from the list above. They will need to include their home address, email address, telephone number and an explanation of how they know the applicant.</p> <p>If the applicant gets a job in social care while applying, they will need a further endorsement by a signatory for that organisation. The applicant will need to print their completed application, so the endorsement can be completed by hand.</p>

The applicant is...	The endorser should be...
Employed outside social care	<p>If the applicant needs to be registered, and can satisfy our requirements, the following options are available:</p> <p>Either</p> <ol style="list-style-type: none"> 1. The applicant's most recent social care employer, if they were employed within the last three years, or 2. The signatory for the applicant's social work or social care course, if they completed the course within the last three years, or 3. Someone senior from a social care employer, or 4. The chair of the board or governing body for the organisation managed by the applicant, or 5. An owner or manager of a social care business who is registered with us and knows the applicant's work <p>and</p> <p>A second endorsement from the applicant's current employer outside social care, their employment agency or a professional individual who can vouch for the applicant's good character and suitability to register. The professional individual could, for example, be a registered professional, a magistrate, a solicitor, a doctor or a headmaster. This person needs to have known the applicant for at least two years.</p> <p>If this person is not a signatory, they cannot endorse the form, but they can provide a character reference to accompany the first endorsement from the list above. They will need to include their home address, email address, telephone number and an explanation of how they know the applicant.</p> <p>If the applicant gets a job in social care while applying, they will need a further endorsement from the signatory for that organisation.</p>
A social worker trained or qualified outside the UK	Specific guidance is available to those who qualified outside the UK.

If you are applying to register with us, and are also a responsible individual regulated by the Care Inspectorate Wales, please contact the registration team for guidance as to the endorsement required for your application.

1.4 How is endorsement completed?

The SCWonline application will ask the applicant to choose the name of an endorser from a list of our approved signatories for their organisation or university. If the applicant chooses from this list and submits the form, it is automatically shared with the chosen endorser(s). The endorser will receive an email that asks them to view and endorse the application.

If the endorser is not one of our approved signatories, the applicant will need to print the application and (if required) the post-registration training and learning record, and ask the endorser to complete the endorsement sections by hand. The applicant will then need to scan the endorsed form and verified PRTL print outs, and upload them to their SCWonline account.

To do this, log in to the SCWonline account and select 'My Contact Details', then 'Upload a document' from the menu. We may contact the endorser to confirm that they signed the form and to confirm their identity.

The endorser must:

- read the application and check that the information the applicant has provided matches the information they hold, including the disciplinary and fitness to practise details. The endorser will not see any health declaration or equality and diversity information the applicant has provided as part of their application
- check the form against the employment / student record
- confirm the date of the most recent DBS they have undertaken as part of their employment / social work course
- complete the required information in their SCWonline account to confirm they are endorsing the applicant
- check the post-registration training and learning record, if required.

We will send the endorser an email reminding them that the form is waiting to be endorsed every seven days until it's completed.

We cannot process applications or renewals until all the sections are complete, including endorsement and payment.

While we send these reminders, it is the applicant's responsibility to make sure the form, including the endorsement is complete. Any incomplete forms will not be processed and this could lead to the registration application being closed or the renewal lapsing.

Gofal Cymdeithasol Cymru
Social Care Wales

Cymraeg English Help Log in

Apply For Signatory Search The Register Apply to Register Temporary Register of Social Workers

Welcome to SCWonline

SCWonline is where you can apply to register and manage your registrations using a phone, PC or tablet. Employers, known to us as signatories, also use the site.

Whilst using SCWonline, we recommend you use the latest version of Google Chrome or another up to date browser i.e. Internet Explorer 11. For more information on this topic visit the help page.

If you need to complete the Principles and Values Award. Before applying to register as a social care worker. Please visit <https://www.inductionframework.wales/>

Once you have submitted an application to register or renew your registration, if there is any missing information, we will contact you by e-mail. Please check your e-mails regularly, including your Junk/Spam folders.

For support using the site or questions regarding the registration process, please visit our [website](#) or e-mail enquiries@socialcare.wales with your question.

Need to know....

Coronavirus and our work: We aim to provide as normal a service as possible but there will be a reduction in the speed of our response as we begin to work from home. SCWonline will still be available during this time.

Answers to questions you may have about how we are working during the coronavirus outbreak and how this might affect you are posted on our main [website](#). [Coronavirus and our work what you need to know.](#)

Our services will be reviewed and updated as the Welsh and UK Governments make new announcements to make sure we

Verification

2.1 Who needs their documents verified at application?

Most applicants will need to provide us with some form of verified documents. Please do not send us original documents.

Use the table to identify the documents we need from you as part of the application process.

If you're applying as: <ul style="list-style-type: none"> - a social worker who qualified before 2007 - a social worker who qualified with a degree in the UK, but outside Wales - a residential childcare manager (not a responsible individual) or worker - a domiciliary care manager (not a responsible individual) or worker - an adult care home manager (not a responsible individual) or worker - residential family centre manager - fostering service manager - adult placement manager 		
<p>→ I have had a DBS check within the last three years / I am on the DBS update service</p> <p>We need copies of:</p> <ul style="list-style-type: none"> • your qualification certificate 	or	<p>→ I have not had a DBS check within the last three years</p> <p>We will need a verified copy of :</p> <ul style="list-style-type: none"> • your birth certificate • your photographic identification <p>and a copy of your</p> <ul style="list-style-type: none"> • qualification.

If you're applying as: <ul style="list-style-type: none"> - a manager who's also the responsible individual registered with Care Inspectorate Wales
<p>We need copies of:</p> <ul style="list-style-type: none"> • your qualification certificate

If you're applying as: <ul style="list-style-type: none"> - a social work student - a qualified social worker with a degree from a Welsh university
<p>We do not need any verified documents from you. Your university confirms your identity during the enrolment process.</p>

If you're applying as: <ul style="list-style-type: none"> - a social worker who qualified outside the UK
<p>We need verified copies of:</p> <ul style="list-style-type: none"> • your qualification certificate • your birth certificate • your photographic identification <p>(See our website for more information about the application process)</p>

Acceptable forms of photographic identification are: <ul style="list-style-type: none"> • your passport's photographic identity page • photographic driving licence 	<ul style="list-style-type: none"> • photographic work identity card • photographic identity card from one of the British Armed Forces • national photographic identity card (EU countries only)
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2.2 Which verified documents are needed to renew registration?

Qualification certificates

All applicants who registered with the Social Care Induction Framework (SCIF), Principles and values award or All Wales Induction Framework (AWIF) will need to send us a verified photocopy of the practice qualification certificate when they first renew their registration.

Record of training: post-registration training and learning (PRTL)

Registered social workers, social care managers and social care workers have to keep a record of their PRTL. Social work students do not have to do so.

Registered social workers, social care managers and social care workers must complete 90 hours' training and learning during each three-year registration period. We recommend they update their PRTL record throughout the registration period using SCWonline, and they must discuss their training and learning with their manager before they submit their PRTL to us. The manager must agree that the applicant has completed 90 hours during the current registration period and that the training has contributed to their professional development or contributed to the development of the profession as a whole. More information about PRTL is available in our [PRTL guidance document](#).

PRTL sampling

Each year we choose a random sample of PRTL records to verify from the applications we receive to renew registration.

The invitation to renew registration will clearly state if the person has been chosen as part of this audit. If chosen, the registered person's PRTL record will need to be verified by their line manager. If the registered person does not have a line manager (for example, because they are self-employed), they can submit a non-returnable summary portfolio to us that details how they have met their training and learning requirements.

Social workers and social care managers: Social workers and social care managers who are selected for audit should print their training record and discuss it with their manager. Their manager should then sign [a verification form](#), which will need to be returned to us with the training record. See section 2.5 *how should documents be sent*.

Social care workers: Social care workers must have their renewal application endorsed by their manager. If they are selected for audit, they should discuss it with their manager who, as part of the online endorsement process, should confirm that it has been verified.

2.3 Who should verify?

A verifier can be a Social Care Wales approved signatory. Approved signatories are people nominated by employers and universities to work alongside us and support the registration process. Applicants can find a list of signatories for their place of work or study in their SCWonline account during the application or renewal process. If a verifier is not a signatory, the endorser will need to confirm that they are a suitable person to do this.

Or

If the applicant is the responsible individual with Care Inspectorate Wales or is not currently employed in social care, a professional person (for example, a registered person) who has known the applicant for at least two years, who is not a relative and who is not in a personal relationship with the applicant can be a verifier. A registered social worker, for example, can verify documents if they are approved by the person endorsing the application or renewal. If they are self-employed, the verifier should not be working for the same organisation unless they are in a role senior to the applicant.

2.4 What do verifiers need to do?

Qualification certificates and identification documents

Verifiers must see the original documents and check that any photocopies are true copies.

On each photocopy they will need to:

- write their full name, job title, email address and the date
- sign their name
- write "I have seen the original and this is a true copy."

We will not accept incomplete documents without the correct verification.

2.5 How should documents be sent?

An applicant can:

- Upload scans or photographs of the verified documents to their SCWonline account by using the 'Upload a document' option in the 'My Contact Details' section of their account. Please do not upload documents on behalf of someone else
- Email scans or photographs of verified documents to registration@socialcare.wales
- Send photocopies by post. Please **never** send us original documents. The applicant should include a cover letter with a name and date of birth to help us link the documents to the record.

