



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

Being a signatory

Information about the roles of lead and additional signatories, how to become a signatory, and what you need to do at each step of the registration process.

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Go to

<https://socialcare.wales/registration/employers-and-heis-responsibilities/being-a-signatory> for the latest version.

Information about the roles of lead and additional signatories, how to become a signatory, and what you need to do at each step of the registration process.

Employers and higher education institutions must nominate appropriate people to act as signatories.

Signatories endorse applications so people can register with us and renew their registration.

There are three types of signatories:

- **lead signatories:** someone in a senior role with access to HR records. This role will have overall responsibility for the registration process on behalf of the organisation, including endorsing any application.
- **additional signatories:** nominated by a lead signatory, they can endorse applications sent to them.
- **competence assessors:** registered managers, or if there isn't a registered manager at an organisation, the Responsible Individual can nominate somebody. A lead or additional signatory might have this role too.

What does a signatory do?

Signatories are responsible for:

- [endorsing applications](#)
- [verifying identity documents](#)
- exchanging information with us
- letting us know about any issues around fitness to practise

- letting us know if a registered person has left your employment
- support individuals to remain on the Register
- letting us know if a student defers or withdraws from the course
- updating student enrolment and enhanced DBS information through [SCWonline](#)
- confirming applicants or registered people are suitable to be part of a professional workforce and have the skills, knowledge and relevant training to provide good care and support to the people of Wales.

How do I become a signatory?

To become a lead signatory, contact signatories@socialcare.wales. You'll be asked questions to check you're suitable for the role.

To become an additional signatory, go to the '[Apply for Signatory](#)' section on SCWonline. Once you've submitted your request, your organisation's lead signatory will need to approve it.

An organisation must have an approved lead signatory before we can add any additional signatories.

Remember...

If you already have an SCWonline account, you don't need to create a new one to become a signatory.

You only need **one** SCWonline account for all roles and any interactions you have with us.

After becoming a signatory

We'll email you to let you know when you've been accepted as a signatory. We'll explain next steps and tell you how to create an SCWonline account, if you don't already have one.

Once you're set-up as a signatory in SCWonline, you can:

- see who's registered and who's applied to register at your organisation
- see the annual fee and renewal dates of registered people
- request and approve new signatories (lead signatory only)
- maintain your list of signatories (lead signatory only)
- be the main contact on registration issues
- let us know if anyone leaves their job
- access enhanced registration information such as [fitness to practise sanctions](#)

The signatory's role in the registration process

This guide explains what lead and additional signatories need to do at each stage of the registration process, from getting started to managing ongoing responsibilities.

1. Getting started as a signatory

Show

Becoming a signatory:

Know what qualifications and experience are needed.

Learn how the approval process works

2. Application stage

Show

Approve the right application route

If a new member of staff doesn't have a qualification, assess their competence under the employer assessment route.

Understand when they need to complete a qualification.

Support staff to apply for registration

Know when new staff need to register.

Support staff to [apply to register](#).

Support staff to understand the registration process.

Endorse the application

Check your mailbox for notifications as well as SCWonline regularly for any applications that are ready to endorse.

Read the application carefully and check the information provided matches the information you hold about them, including the disciplinary and fitness to practise details.

You should let us know if an application should be assigned to another signatory

Review all relevant documents.

Help team members resolve any issues with their application that would stop it from being successfully submitted.

Correct any information you can, so the application is processed.

Understand the consequences of incomplete information or supplying false information.

Understand the status of any outstanding applications and support the staff member to complete it.

3. Supporting staff to maintain their registration

Show

Day-to-day management

Keep your organisation's details up to date with us, including addresses and signatory roles.

Use the information in SCWonline to oversee and manage staff registration, either within the system or by exporting data.

Verify any documents to help staff keep their SCWonline record up to date, such as name changes.

Respond to data requests from us within the required timescale.

Update staff records through SCWonline when staff leave or change roles.

Ensure you have enough approved signatories.

Remind staff to check any communications from us and to respond if needed.

Supporting qualifications

Help staff upload their certificates.

Support staff to gain qualifications, if the application requires training.

Fees

Check information on SCWonline to see who's due to pay an annual or renewal fee.

Remind staff of payment processes and deadlines.

Understand what has happened when a fee payment has been missed and support the staff member to return to the Register.

Respond to emails from us about missed payments and the removal process.

Renewals

Check information on SCWonline to see who needs to renew their registration.

Remind staff of the renewal process.

Check SCWonline for notifications of renewals waiting to be endorsed

Check the relevant information and documentation and decide if the renewal should be endorsed.

Change of circumstances

Encourage staff to update their registration with changes in circumstances, in line with our guidance.

4. Dealing with concerns and fitness to practise

Show

Be aware of your organisation's responsibility to carry out a [local investigation in your workplace](#).

Understand [how we deal with our concerns and our fitness to practise process](#).

5. Removal and leaving the organisation

Show

Removal from the Register

Understand why we may start the removal process.

Understand that being removed from the Register may mean that the staff member can no longer practice in a social care where registration is legally required.

When staff leave your organisation

You should end their employment in SCWonline.

When a signatory leaves, lead signatories should update their details in SCWonline, including your own if needed.