Employers and HEIs responsibilities

Find out more about employers and higher education institutions (HEIs) registration responsibilities.

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Employers and higher education institutions (HEIs) have registration responsibilities. These include becoming recognised signatories, verifying and endorsing applications and renewals and promoting the Code of Professional Practice for Social Care.

What are signatories

Employers and higher education institutes have to nominate appropriate people to act as signatories. Signatories endorse applications and help maintain an up to date register.

There are two types of signatories:

- lead signatories – someone in a senior role with access to HR records
- additional signatories – nominated by a lead signatory and can be someone who can verify information, for example team managers.

Responsibilities of a signatory

The responsibilities of employers or higher education institutes signatory role includes:

- verifying identity documents
- endorsing applications
- exchanging information with us
- informing us of any issues about fitness to practice
- informing us if a student defers or withdraws from the course
- updating student enrolment and DBS information using your SCWonline account

- confirming applicants or registered persons continuing professional development CPD (previously known as PRTL).

Read our guidance on continuing professional development (CPD).

See our videos about employer responsibilities.

How to become a signatory

To **become a lead signatory**, you'll need to contact signatories@socialcare.wales You'll be asked questions to ensure you are suitable to fulfil this role.

Go to Apply for Signatory to apply to become an **additional signatory** in your SCWonline account.

Once submitted these requests appear in the Signatories section of MyOrganisation for a lead signatory to approve or decline.

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

Accounts on SCWonline are individual. If you're registered or already have an account, you should use the same account and log in for all roles and interactions with us.

After becoming a signatory

When you become a signatory you'll receive an email. This will have information about how to create your [SCWonline account](#).

SCWonline allows signatories to:

- access the list of applicants and registrants for their organisation
- send us documents
- contact us directly
- request new signatories (lead signatory only)
- be the main contact on registration issues
- let us know if anyone leaves their job
- confirm the removal of a registered person who has been employed by your organisation within the last 12 months
- access enhanced registration information such as [fitness to practise sanctions](#)
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Verifying and endorsing applications

Both lead and additional signatories can endorse and verify application and renewal forms.

When endorsing, signatories must make sure that all information on the application form is accurate. In particular:

- disciplinary or criminal declarations
- the date of the most recent [Disclosure and Barring Service (DBS)](#) check
- that they know of no reason why a person shouldn't be registered.

All new applications must be endorsed by the applicant's employer.

Social care managers and workers, including domiciliary care workers, must have their renewal endorsed.

Qualified social workers don't need to have their renewal endorsed (unless they have been requested to to so by us).

Application and renewal forms can be endorsed using your SCWonline account.

If a person selects you to endorse them:

- you will get an email request
- check their application / renewal form within seven days
- complete and submit your endorsement.

If you aren't able or willing to endorse an application, contact registration@socialcare.wales.

If you have concern about an applicant or a registered person, see how we deal with concerns for information about how to raise your concern.

Read our guidance pages on verifying and endorsing.

Employer assessment

One of the routes to register is called employer assessment. We ask employers to confirm the suitability of an applicant having assessed them against a list of competencies.

Here's a quick guide video to help employers understand how to manage employer assessment requests in their SCWonline account.

View transcript

0:04 --> 00:07

This is a guide for employers on

0:07 --> 00:09

completing the employer assessment

0:09 --> 00:10

process.

0:15 --> 00:17

If a member of your organization has

0:17 --> 00:20

applied to register through the employer

0:20 --> 00:22

assessment route

0:22 --> 00:23

you will need to complete the employer

0:23 --> 00:26

assessment request online before they

0:26 --> 00:29

can register. Please note that only

0:29 --> 00:31

registered managers with a competence

0:31 --> 00:33

assessor role will be able to complete

0:33 --> 00:35

these requests.

0:35 --> 00:38

Outstanding employer assessment requests

0:38 --> 00:41

will appear under applications for

0:41 --> 00:42

endorsements

0:42 --> 00:44

and will have an endorsement type of

0:44 --> 00:46

competence assessor.

0:46 --> 00:48

If you wish to view the related

0:48 --> 00:50

application in full click view

0:50 --> 00:53

application.

0:53 --> 00:56

Inside the employer assessment record

0:56 --> 00:58

there's a help link which provides

0:58 --> 01:01

clarification on the requirements and

1:01 --> 01:04

criteria for an applicant to use the

1:04 --> 01:06

employer assessment route. You will first

1:06 --> 01:08

need to familiarize yourself with the

1:08 --> 01:12

information on this help page. Please

1:12 --> 01:14

read through the listed areas which a

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care worker must understand to use the

1:16 --> 01:19

employer assessment route. If you're

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confident that the applicant has the

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appropriate understanding to register

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through the employer assessment route

1:26 --> 01:28

click 'confirm can apply' you can also

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include further information here if you

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wish.

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Finally click to submit to complete the

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employer assessment request.

Find out more about the [employer assessment route](#).

Contact us

If you have a question or if you can't find what you are looking for [get in touch with us](#).

Frequently asked questions from employers and signatories

You can find answers to questions employers and signatories often ask [here](#).