Registration guidance videos

Find out more about registration from the videos and links below.

First published: 30 March 2022

Last updated: 12 September 2022

Find out more about registration from the videos and links below.

What is registration and how can you register?

Being registered with us means you are part of a professional workforce and can show that you have skills and knowledge that are vital to providing good care and support to the people of Wales.

Here's a quick guide video with essential information about being registered with Social Care Wales.

View transcript

Here's a quick guide to essential information about registration with Social Care Wales.

Social Care Wales maintains the register of social care workforce in Wales.

The Register shows who has shown they have the right values, skills and training to be a social care worker.

It helps the public to know they can trust you and rely on you as a worker.

When you are registered, you'll be able to use the title of your profession.

You'll also be supported by

· the code of professional practice for social care

· Formal practice guidance that describes good practice

· Information and resources that tries to address some of the things that are important to you in your work

· Invitations to events, conferences and consultations

It's time to Register!

Everyone on the register must agree to follow the Code of Professional Practice and Practice Guidance for their role. Copies can be found within the application form and on our website.

To start your application, visit SCW online.Wales to create an account.

SCW online is our registration portal. It includes step by step guides on how to register.

If you aren't registered yet, you can use SCW online to apply online.

As a part of this process, you'll need to upload the documents listed and choose an appropriate person to endorse your application.

Once you are registered, you can use SCW online to maintain your registration.

Allowing you to update any changes such as your address, job details, personal and professional information, renew your registration and pay your fees.

You can also use SCW online to keep an up-to-date record of your continuous professional development (CPD).

For more information or to start your registration, please visit

www.scwonline.wales

Find out more about why we register.

Applying to register

To register you need to make an application on our online system SCWonline.

Here's a quick guide video to show you how to apply to register, with tips to help you through every stage of the online process.

View transcript

Here's a guide to show you how to register online, with tips to help you through every stage of this process.

Click the button to send a verification code to your email address. You will then need to locate the verification code in your email inbox.

Type this into into the relevant box and click 'verify code'.

You can now create your password for your SCWonline account.

Click the 'Apply to Register' link, where you'll be taken to the pre application page.

You will find links to the privacy notice, practice guidance and code of professional practice.

You'll need to confirm you have read and agree to these, and that you intend to practice in social care in Wales.

We have practice guidance for each role requiring registration.

Simply select the guidance which relates to the role you are applying as.

We have information on the Codes of professional practice, as well as full and easy read versions of the Code.

You must agree to abide by these as a registered social care professional.

Once you have read and agreed to the documents, you can proceed to the application form.

You will then need to tell us if you've ever been registered with us before and choose the role which you are applying for.

You will then be taken to the 'before you start' page, which has information on what you'll need to hand to complete your application.

When you have completed a section, a green tick will show next to that section on the form.

If something is not complete, you will see the yellow exclamation sign, telling you that we need some more information.

If you are having trouble submitting your form, you can contact us on the email shown.

In the first section, we will ask for your personal details, including name, contact details and date of birth.

You can type in the date or use the calendar.

In the next section, we will need your current address.

We will then ask you to add details of your current employments.

You will need to select your work address from the dropdown list.

Just start typing the name of your organisation, or the postcode, and it will show in the list.

You can add more than one employment if needed.

Next, you need to add details of your employment history over the last 5 years, including your job title and name of organisation for each entry.

You must account for any gaps of longer than 3 months.

If you haven't changed job in the last 5 years, you can skip this section.

Now it's time to add details of your qualifications.

You can find a list of qualifications accepted for each role on our website using the link on this page.

If you hold a qualification, you will need to add the details.

We will need a copy of your certificate before we can process your application.

You can upload this in the Documents section.

If you don't hold a qualification but have 3 years of experience in the last 5 years, you can register using confirmed competence.

You will need to select a Competence Endorser as part of your application using the link shown.

If your manager is not shown in this list, you can fill in their details here.

Next, you'll need to tell us if you are, or ever have been registered with another regulatory body.

You'll need to confirm that you've never been subject to any action.

In the next section you need to tell us about your disciplinary record.

If you answer yes to any of these questions, you'll be asked to provide more information using the link below.

You will need to complete all sections in this stage to be able to proceed.

You'll now need to give details about you most recent DBS check.

If you use the DBS update service, please add the number of your most recent DBS certificate in the space provided.

You'll need to confirm that you have provided a DBS date within the last 3 years, then confirm that you have not been barred from working with vulnerable children or adults.

Finally, you'll be asked to confirm any criminal convictions, past or pending.

Now you'll need to select someone from your organisation to endorse your application.

Add an endorser using the link shown.

Then select your endorser from the dropdown list.

If your endorser is not on the list, you can add their details in the section shown.

Please note almost all organisations will have an endorser, and not selecting one could delay your application.

In the next section, you'll need to tell us about any health conditions which may affect your ability to work.

If you select yes, you'll need to provide some more information.

This section is not seen by your endorser.

The equality and diversity section is not used for processing. This is an optional section which helps us learn more about the diversity of the social care workforce in Wales.

This section is where you upload any documents needed for you application, such as qualification certificates.

You can select the type of document you need to upload and attach it to your application from your device.

If you are applying using a qualification, we will need a copy of your certificate before we can process your application.

The final stage of the application is your personal declaration.

Please read all of the statements and confirm with the button at the bottom.

Please only tick the box if you require two or more registrations, if you only work in one type of role you only need one registration.

You'll now need to pay your application fee. Please note that your application won't be processed until the fee is paid. We recommend Direct Debit as the best way to ensure that your fees are paid each year.

You will be taken to your 'fees and payments screen' where you will see what you will need to pay.

Click 'Pay now' and you will be able to set up a direct debit to collect your application fee, and your future fees easily.

You'll need to fill in your account details and click 'Find account'. If you prefer to pay with a credit or debit card, you can click the button at the bottom of the page, where you'll be asked for your payment details.

That's it! Your application has been submitted.

If we need any more information, or we have processed your application, we'll contact you on the email you've provided so please keep an eye on your emails!

Find out more about how to apply.

We also have posters and leaflets you can download to help share information about registering.

To find more step by step videos about how to complete your application to register please visit our YouTube channel registration playlist.

Now you're registered, what do you need to know?

Now that you're registered

By being registered you have shown you have the right values, skills and training. You will need to keep your registration up to date and can take part in the benefits of being a registered professional.

Here's a quick guide video about your responsibilities as a registered person.

View transcript

You have joined Social Care Wales' Register of the social care workforce in Wales.

Well done, you are now registered to practice here in Wales and have shown that you have the right values, skills and training to be a social care worker.

Now you can reap the many benefits of joining the Register:

- Firstly, people will have confidence in you, knowing you follow the Code.

- Service users and their families can rely on registered social care workers.

- Employers can provide the support and development you need.

- You'll have Practice Guidance which is specific to your role.

> Knowing more about you will help Social Care Wales plan ways to support you.

> You'll be invited to events, conferences and consultations.

Registration is for up to three years, with an annual fee. After that you will need to renew, or your registration will lapse which means your name will be removed from the Register and you can't legally practise in Wales.

Your application for renewal will be available for you to complete on your SCW online account.

Here you can also update any changes such as your address, job details, personal and professional information and pay your fees.

You can also use SCW online to keep an up to date record of your continuous professional development.

For more information please visit scwonline.wales.

Maintaining your registration

Its important you keep your registration details up to date, pay your fees and log your continuing professional development (CPD).

Here's a quick guide video about how to keep your registration up to date using your SCWonline account.

View transcript

Maintaining your Registration

This video provides you with all the information you need to maintain your registration, explaining how to use SCW online to manage your account.

The 'My Registration' area of SCWonline is where you go to manage everything related to your registration.

You can use the menu to navigate quickly to specific things you may need to do, or you can click on 'My Registration' to see your registration details.

Here you will find your registration number and details of your registration, including your renewal date.

When it's time to renew your registration, you can do this using the 'Renew' button.

If you no longer work in a role requiring registration, you can request to be removed from the Register using the 'Request Removal' button.

You can add CPD to your record at any time.

Select the CPD option from the 'My Registration' menu. This will take you to the CPD page, which has information about the CPD requirement, and how to add CPD.

You can click the link to find out more information on how to meet your CPD requirement.

Scroll down the page to see your CPD record.

This is where you can add CPD using the button shown. You can also export your CPD record if needed, using the button on the right.

To add CPD, click the 'Add CPD' button.

Select the type from the drop-down list and add in the details of your training or learning activity.

There are lots of ways you can continue to learn and develop as a social care professional, and many things can count as CPD.

We have more information on what counts as CPD on our website.

Next, tell us briefly how this activity has contributed to your development and helped inform your practice.

Different activities will teach you different things, and it's important to reflect on how your learning activities have helped you develop your skills as a care professional.

Next, you'll need to tell us when this training was completed.

If your training was completed in one day, the 'Date from' and 'Date to' will be the same.

It must be within your current registration period.

Finally, you need to tell us how many hours were taken to complete the training

This field accepts numbers only.

Once you've finished, click the 'save' button to add this entry to your CPD record.

You will find details of your registration fees by selecting the 'Fees and Payments' option in the 'My Registration' menu.

Here you can see any outstanding fees, pay your fees, as well as request receipts for any fees paid.

To pay a fee, click the 'Pay Now' button shown.

This will take you to the payment page where you can either set up a direct debit or pay with a credit or debit card.

Setting up a direct debit is the easiest way to make sure your fees are always paid on time.

If you have changed your employment, you need to tell us.

Select the 'Employment' option from the 'My Registration' menu to take you to the employment page.

Please note if you are changing to a role which requires a different registration, you will need to also submit a 'change in registration' form.

This can be done via the 'my notifications' tab.

Here you will see your current employment record.

If you have more than one employer, you need to add the details of your new employment.

To do this, click the 'Add New Employment Details' button on the page.

Add the details of your new role in the sections required, including when you started this role and if this is your main employment.

To select your work address, start typing your employer's name or work address postcode in the box and select the correct address from the drop-down list.

You'll then need to select what setting you work in and with whom.

Click 'Save and Close' to add this employment.

Please note, that it's important you tell us when you finish in a role.

If any of your other employment records have ended, please make sure you update this on your account.

Your new employment will now show in your current list.

To end an old employment, click the arrow and select 'End Employment'.

You'll need to tell us the date you left, and select the reason for leaving from the drop-down list.

Click 'Save and Close' to return to the employment page, where the ended employment will now not show in your current list.

Please remember to select a new main employment if you are ending an old one.

You need to tell us about any changes to your status with any other regulatory bodies. Select 'Regulatory Bodies' form the 'My Registration' menu to go to the page.

Please use this page to tell us of any changes.

If you need to make a declaration, click the 'Make a Declaration' option in the 'My Registration' menu.

Here you need to tell us of any issues relating to your health, disciplinary or offence status.

It is a requirement of your registration to do so.

> Select the type of declaration you need to make, and complete the details on the form with as much information as possible.
>
> You need to tell us of any changes to your personal details.
>
> To do this, scroll over your name on the right side of the banner and select which details you need to update.
>
> You can make any changes to your home address and name here.
>
> If you need to update your email address, please contact us directly and we can help.
>
> Please note that for name changes, we will need verified evidence of the change.
>
> You can upload any documents here.
>
> In the subscriptions section, you can manage how we contact you.
>
> If you are interested in receiving information about any of the topics shown, you can select the ones you want and you will be included on our mailing lists for those items.

Find out more about your responsibilities as a registered person, your fees and renewal of registration and CPD requirements.

We also have posters and leaflets you can download to help share information about registering.

Information for employers and endorsers

Help your staff to register

The deadline for registration of adult care home workers is October 2022. It's a legal requirement for all workers to register by this date. We can hold or help you hold group events where your staff can apply to register on SCWonline, called registration surgeries.

Here is a quick guide video about how to run your own surgeries or to prepare for any surgeries run by us.

The deadline for registration of adult care home workers is October 2022. It's a legal requirement for all workers to register by this date.

Employers are essential to the registration process, responsible for verifying and endorsing applications.

But you're not alone…

We can work with you to help your staff to register.

We will hold group events where your staff can apply to register on SCWonline, while receiving guidance and support from the registration team. These are called registration surgeries. This video will help you to run your own surgeries, if needed, or to prepare for any surgeries run by us.

It's important that your staff read the Code of Practice and Practice Guidance on our website before the surgeries.

To apply to register, everyone must create an account in SCWonline, using a personal email address which they have regular access to. This email address will be our main form of contact for their registration.

To apply to register, everyone will need to have some information to hand, including:

▍ Qualification certificate

▍ Job details (address, title, start date)

▍ Employment history for the last five years

▍ Bank details to set up a Direct Debit, or a credit/debit card to pay the application fee

▍ The date of their most recent DBS check (it should be within the last three years)

Applicants will be reminded of this on the 'before you start' page, within the application.

Applicants will nominate a signatory from your organisation to endorse their application. Signatories will receive email requests to review and endorse applications in SCWonline.

It's important that you have enough signatories to manage endorsement requests

You'll need to endorse applications in your own SCWonline account and respond to our requests for information as quickly as possible

You'll need to let us know of any health, criminal offences or disciplinary matters relating to applicants, as we may need to ask for some more information

To contact us for more information on how we can support you, or request a registration surgery, please email enquiries@socialcare.wales

Employer responsibilities

To be able to register people we need to work with employers to check and collect information to make sure that only those fit to practise are on the Register.

Here's a quick guide video for employers to understand how to manage any requests we make and actions we need you to take.

View transcript

The purpose of this video is to help employers understand how to manage requests and actions from Social Care Wales.

We will show you the different sections, and how to use them.

The 'My Organisations' section is where you manage all requests relating to your employees' applications and registrations.

Select your organisation from the dropdown on the page.

In your organisation page you will find a menu relating to each employer action.

To see who has open applications from your organisation, click the 'Applicants' button.

Here you will see a list of all open applications for your organisation.

To endorse applications, click the 'For Endorsement' button.

You will see a list of all types of applications which need to be endorsed, separated by type; to include applications, renewals, and changes in registration.

If you are a lead signatory, you will see all outstanding endorsements for your organisation.

Additional signatories will only see the endorsements where they have been selected to endorse by the applicant.

To action these endorsements, click the arrow on the right-hand side.

You can view the type of form to ensure that the information provided by the applicant is correct.

You can then endorse the application by clicking the 'Endorse' option and completing all the fields on the endorsement form.

You'll need to confirm that the employment start date provided by the applicant is correct and confirm that they have applied for the correct registration.

You'll need to confirm that you have verified the applicant's birth certificate, and select which additional form of identification you have verified.

This is only required if their latest DBS is outside of the last three years.

You'll then need to provide details of the applicant's DBS check, and confirm you have checked the applicant's criminal and disciplinary sections of the application form.

You'll also need to confirm that the applicant is suitably qualified, or working towards their qualification.

There is a section where you can provide any additional information you feel is relevant to the application.

For example, if there are any errors in the application, or if you cannot endorse it, you can tell us why here.

You must then read the declaration statements in the list below, and click the 'Submit' button to confirm the endorsement.

To confirm that there are no issues preventing someone being removed from the Register, click the 'Removal Employer Confirmation' button on the organisation page.

If there are outstanding issues relating to conduct which have not been reported to us, you must let us know.

Click on the arrow on the right and select confirm which will take you to the confirmation form.

You will need to read the confirmation statements, and tell us if that person has left your employment.

You must then either confirm that there are no reasons the individual can be removed, or you can select the option to state that you cannot confirm.

If you select this option, you will need to tell us why in the 'Additional information' box below.

Once complete, you can click the submit button.

If you need to tell us of any changes to your organisation's details, select the 'Edit Organisation' button on the main page.

Here you can tell us of any changes to address or contact details.

Only lead signatories have access to do this.

In the 'Registered Persons' section, you will find a list of all registered persons who have current employments at your organisation.

You will be able to see their names, job titles, registration numbers (or SCRs), the dates they were registered and the dates they are due to renew their registration.

You can also see if there are any outstanding compliances relating to their registration, such as qualification requirements.

If someone has left your organisation, you need to tell us. Click the arrow next to their record, and select 'Edit'.

On the next page, click the arrow on the right and select 'End Employment' to confirm that they have left your organisation.

You'll need to tell us the date they left as well as the reason for leaving.

Once saved and submitted on the next page, that person will not appear in your list of registered persons.

You must tell us about any issues relating to the fitness to practice of your employees.

To do this, select the 'Report a fitness to practice issue' button on the main page.

Click the 'Raise a Concern' button on the page which will take you to the online form on our Website.

You can manage the signatories for your organisation by clicking the 'Signatories' button on the main page.

Only lead signatories have access to this function.

You will see a list of all the signatories for your organisation separated by the different types.

You can edit the details of, or remove signatories by clicking the arrow next to their name.

To edit a work address or job title of a signatory, click the edit button and complete the details on the next page.

To remove a signatory, select the option from the arrow.

Complete the form by telling us the date this is to take effect from.

Find out more about employer and HEI's responsibilities.

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.

w6CcSzUMKkY

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

1:14 --> 01:16

care worker must understand to use the

1:16 --> 01:19

employer assessment route. If you're

1:19 --> 01:21

confident that the applicant has the

1:21 --> 01:23

appropriate understanding to register

1:23 --> 01:26

through the employer assessment route

1:26 --> 01:28

click 'confirm can apply' you can also

1:28 --> 01:31

include further information here if you

1:31 --> 01:32

wish.

1:32 --> 01:35

Finally click to submit to complete the

1:35 --> 01:40

employer assessment request.

Find out more about the employer assessment route.

We also have posters and leaflets you can download to help share information about registering.

Case studies

It's time to register for a lot of people, to help we have created some case study videos showing what real people working in social care have to say about registering with us.

Here's a quick guide video about Highfield Care Home's experience of registering.

Here's a quick guide video about Hengoed Care's experience of registering.

Additional resources

For more information, the below posters/ leaflets are available for you to download and use in your workplace:

It's time to register

PDF 315KB

Helping employers to support adult care home worker registration

PDF 337KB

To find more step by step videos about how to complete your application to register please visit our YouTube channel registration playlist.