Questions and Answers

Registration of Managers of Care Homes for Adults onto the Register of Social Care Workers

What is the role of the Care Council for Wales?
The Care Council for Wales (Care Council) was set up by the Welsh Assembly Government to promote high standards of conduct and practice among social care workers and high standards in their training.

What does registration mean?
By registering, your name is entered onto a public Register of Social Care Workers. Registration is a public commitment to the agreed standards set out in the Code of Practice for Social Care Workers. Other professions such as teaching, nursing and medicine already have registers. Registration plays an important role in improving the safeguards for people using social care services and improving public confidence in social care. The Register also increases awareness of the part the social care workforce plays in communities.

Where can I see the Register?
The Register is on the Care Council’s website or you can telephone the Care Council to ask if a social care worker is registered.

Website: www.ccwales.org.uk
E-mail: registration@ccwales.org.uk
a local cost call phone line is available on 0845 0700 399

Why register managers of care homes for adults?
Registration means you have met the Care Council criteria on good character and health for working in social care. You will be expected to be aware of standards of professional practice as shown in the Code of Practice for Social Care Workers and through the registration process. A process exists for removing from the Register those who are considered unsuitable to work in the social care sector. The Code of Practice is available from the Care Council, is on the website, and is included in every application pack.
Registration of all care home managers ensures a consistent approach irrespective of any other role you may fulfil in the home. It provides clarity in terms of which model of care, code of practice and conduct, and qualifications you are required to hold to be able to practise in this role.
**Is registration compulsory?**

Registration for social workers, social work students, and residential child care managers and workers is already compulsory. Managers of care homes for adults which are regulated by the Care and Social Services Inspectorate Wales (CSSIW) are the next people to register. On 1 June 2011 it will become an offence to work in Wales as a manager of a care home for adults without being registered. You should submit your application form to the Care Council by 1 March 2011 to ensure that your application is processed before the deadline.

**What qualifications do I need to register?**

The National Minimum Standards for regulated care settings have been laid down by the Welsh Assembly Government. The Care Council for Wales Qualification Framework for the Social Care Sector in Wales (2003) shows which qualifications will be required for careers in the social care sector in Wales and for registration on the Register of Social Care Workers.

Managers of care homes for adults must hold one of the following qualifications:

- NVQ 4 Leadership and Management for Care Services
- NVQ 4 Health and Social Care (adult pathway)
- NVQ 4 Care
- Degree in Social Work or equivalent (e.g. Dip SW, CQSW, CSS)
- NVQ 4 Management assessed in a care setting
- NVQ 4 Registered Manager Award (adult pathway)

If you are a First Level Registered Nurse you must hold one of the following:

- NVQ 4 Leadership and Management for Care Services
- NVQ 4 Management assessed in a care setting
- NVQ 4 Registered Manager Award (adult pathway)

**What are the qualifications that are replacing NVQs from January 2011?**

The Qualification Framework for Wales has set out the qualifications that will be available from January 2011. NVQ qualifications will remain valid but will no longer be available for new students. The new qualification for Managers of care homes for adults is:

- Level 5 Diploma in Leadership for Health and Social Care Services (Adults’ Residential Management) Wales and Northern Ireland

**I am already doing an NVQ – should I complete it?**

Yes. You should definitely complete your NVQ, which is an appropriate, widely used and valued qualification in social care. Social care workers can still register for an NVQ until December 2010 and will have the usual time to complete their qualification. After December 2010 there will be a period of transition. During this time both NVQ and QCF
qualifications can be completed but no new registrations for NVQ will be possible. Both will be acceptable in social care if they appear on the Care Council Qualification Framework.

NVQs will be named predecessor qualifications once the end date for completion is reached. They will still be valid as a qualification for managers to register with the Care Council.

**If I do not hold the qualifications listed can I still register?**

If you are a manager you must hold one of the required qualifications. You will need to send a copy of your certificate, verified by your employer, or, if you are self employed, by one of your endorsers, with your application. Therefore, if you have not yet completed your qualification you must do so before applying to register. If you are concerned that you might not be able to complete one of the required qualifications by 1 June 2011 you should contact the Care and Social Services Inspectorate for Wales (CSSIW) to explain your exceptional circumstances.

**What is the registration fee?**

The initial registration fee, payable when submitting the application form, is £30. This is followed by an annual fee of £30 due each year on the anniversary of your registration.

**Who counts as a manager for registration with the Care Council?**

Everyone managing a care home for adults in Wales must register with the Care Council. If you hold one of the qualifications listed for a manager and work in a care home for adults in Wales as a deputy or supervisor, or in a role where you are sometimes acting as a manager, you can apply to register as a manager.

If you fulfil a dual role in a care home as both the registered nurse and the manager, whether as a permanent arrangement or to provide cover for the registered nurse in their absence, you are required to register with the Care Council to undertake your managerial role. You will also be registered with the Nursing and Midwifery Council (NMC) in relation to your nursing role.

**What do I get from being registered?**

You will be entered onto the Register of Social Care Workers and you will receive a certificate of registration. Your entry in the Register confirms that the Care Council has agreed that you are an appropriate person to provide social care.

**How long will my registration last?**

Registration is for a period of three years and will be renewable for as long as you work in the field of social care. If you leave social care work you can apply for removal from the Register. At the end of the three-year period you will be required to renew your registration.
What training and learning should I do as part of being registered?
During the three year period of registration, you need to do 90 hours or 15 full days of training and learning. This is to ensure that you keep your knowledge of social care practice up-to-date.

You will be sent a training and learning record form with your registration certificate. There is further information about how to complete your training and learning record on the website.

What information will be required for registration?
Social care workers need to:
• provide evidence that you hold the appropriate qualification
• agree to comply with the Code of Practice for Social Care Workers
• declare any criminal offences or current disciplinary findings against you and these declarations need to be confirmed by your employer(s)
• declare that your health does not stop you from doing the whole or parts of a social care work role.

How do I register?
You can contact the Care Council directly to request an application pack. The application pack is available on the Care Council’s website. Employers can also request application packs from the registration team for distribution to their managers.

You should check your application form to make sure you have answered all the questions and enclosed the required documents, including evidence of your identity and your qualification certificate. All the required sections of the form are marked with *.

Everything you need to know about filling in and submitting your application is explained in the Information Booklet in the application pack and on the Care Council website.

The application fee must be received by the Care Council before your form will be processed.

Do employers have any role to play in registration?
Your employer will be asked to verify your identity and your qualification certificate, and to endorse your application. This includes confirming that you have had a Criminal Records Bureau (CRB) check within three years of applying to register. They will also be required to inform the Care Council if you move out of their employment or if they become aware of any matters that call into question your suitability to remain on the Register.

What if I am self employed?
Two people equivalent to a senior social care employer should be asked to endorse your application and verify your documents. They must not be related to you, living with you or less senior than you. Further information for self-employed applicants is available on our website www.ccwales.org.uk

When should I apply to register?
You should send your application with your application fee and verified documents to the Care Council as soon as possible, and by 1 March at the latest, to ensure that you are registered by 1 June 2011.

What information on the Register is available to the public?
Your full name, registration number and county where you work will be available for the public to view on the Register.