



Social Work Registration Policy for Adult Social Care

Version 1.0

Author: Ann-Marie Mohieddin

Date: 27.10.23

Version Control

Document History

Version	Date	Author	Change History
1.0	Oct 23	Ann Ann-Marie Mohieddin	Document Creation

Document Reviewers

No.	Name	Role	Date	Issue
1	Senior Leadership Team (SLT)	SLT	15.11.23	1.0

Document Approvals

Name	Role	Date	Version
Emma Brown	Director of Adults	15.11.23	1.0

Date of Next Review

Date	Owner
Sept 2024	Ciaran Cusack, Strategic Service Manager / Principal Social Worker

Introduction

As registered Social Workers with SW England, everyone is required to maintain their registration on a yearly basis to maintain the ability to work as and use the protected title of Social Worker. Trafford Council currently assist all registered Social Workers in paying for registration fees. Whilst Trafford will pay for these fees, **it is each individual staff members responsibility to ensure registration by the 30th of November.**

Support to Complete

Each registered social worker is to be instructed by Adult Social Care's Senior Leadership Team to utilise at least two hours of their ringfenced monthly CPD time to complete the registration process. Further advice regards to the registration process can be found via Social Work England's website: [Registration - Social Work England](#)

Re-registration Process

All Social Workers must complete the following 3 steps **ahead** of Social Work England's deadline of **30th of November**:

- complete and submit the renewal application form.
- record a minimum of 2 different pieces of CPD. Social Workers must include a peer reflection with at least one of these pieces of CPD.
- pay the registration fee.

Process completed by Social Work England have been improved since last year. Social Work England's ability to segment the register throughout the renewal period and target specific communication to Social Workers, depending on their own individual accounts and progress in the renewal process. This means that the communications which are sent to social workers during the renewal period are much more individual and more specific in what actions the Social Worker needs to take. **A key message from this is; if a Social Worker is receiving an email from us during the renewals period, it means they haven't completed all 3 steps and action is required before 30th November.

Assurance

In Trafford we want to ensure that we can monitor this to ensure all staff have registered in time to assist in reducing the risk of any members of staff not being re-registered by the closing date. Therefore, we are asking that all Social Workers complete this process **ahead** of Social Work England's deadline of **30th of November** and provide evidence to their relevant line manager to confirm completion. Evidence required to support the re-registration and reimbursement process is as follows:

- Appendix 1- Confirmation that all steps have been completed and re-registration is complete.
- Evidence of payment of fees.
- Email confirmation of successful re-registration

Monitoring

Line managers of registered social workers are required to undertake the necessary checks to ensure that the above have been action within the required timescales. Following receipt of confirmation, line managers are required to complete and submit the following form: <https://forms.office.com/e/pQCvSNrHGH>. One form is required for each registered social worker to enable swift monitoring (and remedial work if necessary) takes place.

Reimbursement

Trafford Council has continued in its commitment regards to paying Social Work Registration fees for all registered its employed Social Workers. All reimbursement claims need to be submitted to your relevant manager on the MI-Trent for payments to be made using the 'subsistence claim' option within the claim template drop box.

Failure to Register

It is a requirement to ensure that as a social worker you are registered as without this the title Social Worker cannot be used, and individuals are unable to professionally practice. As a result, failure to re-register by the 30th of November will result in an inability to practice as a Social Worker and an immediate change to role. In any instances if this were to occur this would mean a change in pay to Band 5.

Whilst this is an initial response, there could be longer-term consequences resulting from not being registered. If a Social Worker fails to re-register resulting in a change in role and pay it is the expectation that the issue is resolved as quickly as possible to ensure re-registration. Failure to do so within a period of 30 working days could result in disciplinary action which may result in dismissal.