

Managers and Employees Guidance notes on the registration of Social Workers and Occupational Therapists

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Purpose

To provide guidance on the requirements of, and the processes for, registration with the Health and Care Professions Council (HCPC).

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Scope

All employees of Leicestershire County Council required to be a registered social worker or occupational therapist to undertake their role.

This policy does not apply to casual workers.

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Principles

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All social workers and occupational therapists in England are legally required to register with the HCPC and to maintain their registration in order to practice.

There are a range of jobs that are not titled “social worker” or “occupational therapist” but may require the postholder to be registered in order to undertake them; any such requirement will be set out in the person specification.

Protection of title means that it is an offence to use the job title social worker or occupational therapist in England without being registered with the HCPC.

The names of all registered social workers and occupational therapists appear on the HCPC register, which can be checked on the HCPC website. Registration status **must** be checked during the recruitment process.

Registration **must** be renewed every 2 years in order to continue to practice.

The professional years for social workers are 1 December to 30 November. For occupational therapists it is 1 November to 31 October.

Failure to maintain registration whilst in the employment of the County Council means that a social worker or occupational therapist cannot work in their designated profession. In this event a social worker or occupational therapist may be downgraded or suspended from duty and disciplinary action being invoked in accordance with the [County Council's Disciplinary Policy and Procedure](#), which may lead to dismissal.

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Roles and Responsibilities

Employees	<p>To ensure that their HCPC registration is maintained and comply with the requirements of continued registration.</p> <p>To ensure that their line manager is informed of any changes to their registration status.</p> <p>To notify the HCPC of changes in their personal information and changes in employment.</p>
Line managers	<p>To ensure that where required HCPC registration details are checked and recorded prior to employment and renewal of registration is undertaken when required during the course of employment.</p> <p>To notify the ESC of posts requiring HCPC registration as an essential criteria.</p>

	<p>To notify the ESC by completing the Professional Registration and Renewal Form available by following this link.</p> <p>To notify the ESC when re-registration has taken place.</p> <p>To undertake a periodic check of social workers or occupational therapists registration (every 6 months)</p>
Employee Service Centre	<p>To act as first point of contact to provide advice to managers about employees' HCPC registration.</p> <p>Ensuring that following receipt of the e-form, evidence of registration or the renewal of registration is placed on the employee's personal file.</p> <p>To maintain a record of posts requiring HCPC registration as an essential criteria.</p>

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First Time Registration (UK approved qualification)

A social worker or occupational therapist who registers for the first time must ensure that they follow the guidance notes and process outlined by the HCPC.

Professionals who are trained in the UK, and have completed and passed an approved course must pay:

- A one off non refundable scrutiny fee
- The registration fee determined by the HCPC

New graduates receive a 50% discount for the first two full years if successfully completed a UK approved programme within the last two years.

The council will re-imburse the registration fee where the job has social worker or occupational therapist duties and registration as a requirement of the role outlined in the person specification, or by agreement of the line manager if not outlined in the person specification.

In addition the council will pay the relevant one off scrutiny fee applicable to first time those employees who are joining the register for the first time.

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Maintenance of HCPC Registration

It is compulsory for registered social workers and occupational therapists who intend to continue practising to maintain their registration. It is the **responsibility of the employee to ensure that their HCPC registration is continuously maintained** and the appropriate action taken, as soon as possible to renew their registration.

The HCPC will start the process of removing a social worker or occupational therapist from the register if their registration is not maintained. This will result in a social worker or occupational therapist no longer being permitted to practice and therefore no longer being able to undertake the full duties of their post. In these circumstances, the line manager should seek HR advice via the ESC helpdesk.

In circumstances when an employee does not maintain their registration the manager will take immediate action to either

- Temporarily redeploy the employee to an unqualified role if there is a suitable role for the employee. This could be on a lower grade resulting in a reduction of earnings. When a manager redeployes the employee to another post the manager will stipulate the timeframe in which the employee must show evidence that they have renewed their application for registration. Failure to comply with this request may lead to dismissal

Or;

- Suspend the employee from duty if there is no unqualified suitable role for the employee to be redeployed into. The manager will stipulate the timeframe in which the employee must show evidence that they have renewed their application for registration. Failure to comply with this request may lead to dismissal.

If the HCPC take a decision to remove an employee permanently from the register this may result in suspension from duty and disciplinary action being invoked in accordance with the [County Council's Disciplinary Policy and Procedure](#). This may lead to dismissal.

The council has agreed to re-imburse the registration fee where the job has social worker or occupational therapist duties and registration as a requirement of the role outlined in the person specification, or by agreement of the line manager if not outlined in the person specification.

If an employee does not register on time, they will have one month to renew their registration from the date the registration lapses, in accordance with the requirements outlined by the HCPC. If the registration is not renewed within that month, the council will not re-imburse the relevant scrutiny fee required by the HCPC for re-admission.

Continuous Professional Development (CPD)

The HCPC expect employees to meet the requirements for continuing professional development (CPD) in order to stay registered with them. Social workers and occupational therapists must undertake CPD which is relevant to their role and which brings benefits to the service users.

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Other Information

Line Managers Registration Fees

For Line Managers of Social Workers the council will re-imburse the fee where registration is a requirement of the role outlined in the job description or person specification, or by agreement of the Assistant Director if not outlined in the job description or person specification.

Secondment

If an employee chooses to undertake a secondment opportunity for a position that does not require social work or occupational therapist registration, they will no longer be eligible to receive reimbursement for any fees applicable to social work or occupational therapist registrations. During the period of secondment, the employee must decide if they want to maintain and pay for their registration. If an employee chooses to let registration lapse during the period of secondment, the scrutiny fee for re-registration will not be reimbursed by the council when the postholder returns to their substantive post.

If managers deem the secondment to be to the advantage of the department, i.e. an employee is “acting up” into a role that does not require registration, they have the discretion to continue to reimburse the fees applicable to social work or occupational therapist registrations.

Appointment of unqualified individuals

An individual cannot be confirmed in a post requiring HCPC registration until their registration has been confirmed; however they may start employment in an alternative post that does not require them to be registered until the outcome of their application for registration has been received. If the individual does not provide confirmation of registration within 3 months of their start date their employment may be terminated.

When registration is confirmed by the HCPC

The employee must inform their line manager once registration with the HCPC is confirmed. The manager must then notify the ESC by completing the Professional Registration and Renewal form which is available by following this [link](#). The ESC will then record the information on oracle.

Post Registration

Registered social workers and occupational therapists are responsible for notifying the HCPC as quickly as possible about any changes of circumstance, so their records are up to date. This includes changes to name, address, employment and disciplinary records. This can be done via the HCPC website by following this [link](#).

Reimbursement of fees

Employees are strongly encouraged to have their registration fee taken every 6 months by direct debit. The relevant fee will be reimbursed by the council through iexpenses. The employee must provide evidence of payment.

In exceptional circumstances the Assistant Director may agree to re-imbursing the two yearly fee. This option **must** be discussed with the Assistant Director, to establish if agreement will be authorised, prior to making this payment.

Record Keeping

In CYPS Service Managers, Line Managers in Adults and Communities and Head of Service and Line Managers in YOS are responsible for ensuring that;

- In order to maintain the central record of posts requiring HCPC registration as an essential criteria, the ESC are notified of a new post requiring registration, or any existing post registration which has been subject to a change to the title o the post;
- A record is kept of HCPC registration numbers.
- Undertake a 6 monthly check to ensure that renewals of registration have been undertaken and subscription fees paid to prevent employees within their service being de-registered by the HCPC.
- A newly appointed employee requiring HCPC registration has notified the HCPC to update their post registration details.

Annual Performance and Development Review

Line Managers should regularly check during the PDR, support and supervision process that a valid registration is in place.

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