

## Professional Registration and Qualifications

Professional Registration
<b>General</b>
<p>The purpose of registration and qualification checks is to ensure that prospective and current employees are recognised by the appropriate regulatory body and that they have the right qualifications to do the job. Professional regulation is intended to protect the public, making sure that practitioners of a registered profession are doing so safely. The registration of professionals entering, and remaining in, council employment must be checked with the relevant regulatory body.</p> <p>It is a criminal offence to work in some posts without a current registration. Managers must follow the disciplinary process, which may include informing the police, suspension from work, if an employee is without the required registration or is found to be using someone else's information to gain employment.</p> <p>The professional must have valid and current registration throughout their employment. In the event that an individual has no registration, the manager must take appropriate action, including disciplinary action, or withdrawal of a conditional job offer.</p> <p>Applicants may not always have the original documentation and recruiting managers need to use appropriate discretion and take proportionate action. The level of checks carried out should be proportionate to the level of risk to the individual role and the priority given in the person specification to the qualification, or the opportunity to cause harm or damage, in that position.</p>
<b>Checking registration with statutory regulatory bodies</b>
<p>Regulatory bodies have the role of:</p> <ul style="list-style-type: none"> <li>• establishing standards of competence, ethics and conduct</li> <li>• establishing standards for training</li> <li>• keeping a register of those who meet the standards</li> <li>• dealing with registrants who fall short of required standards (e.g., by placing conditions on their registration or erasing them from the register)</li> </ul> <p>What recruiting managers should be satisfied about in every case:</p> <ul style="list-style-type: none"> <li>• that the applicant is registered to carry out the proposed role</li> <li>• whether the registration is subject to any current restrictions that might affect the duties proposed</li> <li>• if the applicant has investigations against them about their fitness to practise that the regulatory body has a duty to disclose</li> </ul>

<p><b>Health and Care Professions Council (HCPC)</b></p> <p>The HCPC (formerly the Health Professions Council) is responsible for the regulation of social workers and other health and care professionals in England (see Further Resources section for more information). Social workers must meet the HCPC standards of proficiency which are competency standards relevant to their area of practice.</p> <p>Any changes to a professional's registration status are immediately entered onto the register. Fitness to practise cases are listed on the website and after a hearing, the decision is posted online.</p>
<p><b>Qualification checks</b></p> <p>Qualification checks verify the information about educational or professional qualifications that a prospective employee provides on their application form. Qualifications that form part of the requirements for a position must be checked.</p> <p>If a qualification is essential for the position, the manager must check:</p> <ul style="list-style-type: none"> <li>• the original certificates (taking copies)</li> <li>• that details on certificates match those the prospective employee provides as part of their application</li> <li>• and contact the awarding body directly, where possible, to confirm the applicant's attendance, course details and grade awarded</li> </ul> <p>If a prospective employee has gained their qualifications overseas, recruiting managers will need to be satisfied that:</p> <ul style="list-style-type: none"> <li>• that this qualification exists</li> <li>• that it is equivalent to the stated UK qualification</li> <li>• that the prospective employee does, in fact, hold the qualification</li> </ul> <p>These checks should be carried out directly with the awarding institution, where possible. Where this is not possible, advice should be sought from the relevant country's UK embassy, consulate or high commission. See Further Resources for more information.</p>
<p><b>Newly qualified staff</b></p> <p>When an interviewee is awaiting examination results the recruiting manager should make it clear, usually at interview, that any offer of employment is subject to the following conditions:</p> <ul style="list-style-type: none"> <li>• satisfactory examination or course assessment results</li> <li>• the intention to register and production of evidence as required prior to commencement (if possible)</li> <li>• the candidate being appointed to an unqualified role until proof of registration is received, including a statement of entry onto the register</li> </ul>
<p><b>Withdrawal of a provisional offer of appointment</b></p> <p>Appointment should not be taken up until all relevant checks have been completed satisfactorily. If there is an urgent need to employ someone, the offer of appointment should be provisional and conditional on the satisfactory outcome of these checks. The conditions of a provisional offer of</p>

appointment must be made clear to the employee, in writing, via the Hoople recruitment team.
<b>Doubts on authenticity of information</b>
<p>Checks on qualifications and professional registration may return information that contradicts the details provided by the applicant and raises concerns. In this situation managers should:</p> <ul style="list-style-type: none"> <li>• proceed in a sensitive manner – there is often a reasonable explanation for apparent inconsistencies</li> <li>• attempt to address concerns directly with the candidate – it might be an idea to call them back for a second interview so that you can follow up with the relevant sources</li> </ul> <p>In exceptional circumstances, where checks reveal substantial misdirection, it may be appropriate to report concerns to the local police and/or relevant regulatory body to investigate further, after first taking advice from HR services.</p>
<b>During Employment</b>
<b>Newly qualified staff</b>
<p>Where a trainee has successfully completed their course managers must request certificate confirmation of their new registration and check it against the regulatory body. A scanned copy of the registration certificate must be sent to <a href="#">HR services</a> to be put on the personal file together with completed confirmation check with regulated body (if no printout available from regulated body use form <a href="#">PR01 Professional Registration Check Confirmation</a>). Notify HR services of the new details of registration so it can be recorded on agresso.</p>
<b>Continued Professional Registration</b>
<p>To improve client safety, encourage professional development, and improve clients' confidence in the organisation, routine and responsive re-registration checks are as follows:</p> <ul style="list-style-type: none"> <li>• where the registering body specifies the duration of a registration check, the registration will be re-checked in time for the beginning of the new period of validation</li> <li>• where the registering body does not specify the duration of a check, the registration will be re-checked every three years to confirm valid registration, in sequence with the rolling programme of Disclosure and Barring Service checks, where the registering body and industry standards allow</li> <li>• where there is reasonable and genuine concern about an employee's fitness to practice in the regulated role</li> </ul> <p>It is the manager's responsibility to request from each employee certificate confirming re-registration before the expiry date. A copy of the registration certificate must be scanned and sent to <a href="#">HR services</a> to be put on the personal file together with completed confirmation check with regulated body (if no printout available from regulated body use the professional registration check confirmation template) and HR services notified of the new details of registration so it can be recorded electronically on agresso.</p>
<b>Lapsed registration or being 'de-registered'</b>
It is a condition of employment that all employees employed in regulated posts are registered and

maintain registration with their regulatory body. Failure to register, allowing registration to lapse or being 'de-registered' will be considered by the organisation as a serious disciplinary issue under the council's formal disciplinary procedure.

In addition, because it is a requirement that the practitioner in regulated posts hold current registration, managers will need to ensure that for the period employees are not registered they do not carry out duties as a 'registered practitioner'.

The advice of [HR services](#) and relevant AD must be sought in these circumstances.

### **Reimbursement of fees**

Practitioners are required to pay an annual fee to maintain their registration with the regulatory body. Most practitioners are also required to re-register in order to continue practicing in their profession. Evidence of continued professional development is required as part of re-registration. The council will pay professional fees/membership for one professional body relevant to the employee's role in the council, providing that membership is deemed to be required for the post.

### **Further Resources**

**Health and Care Professions Council** - A number of health and care professionals are regulated by the HCPC – see website for further information (Link to <http://www.hcpc-uk.co.uk/>) A health and care professional's registration status can also be checked on the HCPC's website. They can also be contacted by telephone on 0845 300 4472 or by email: [registration@hcpc-uk.org](mailto:registration@hcpc-uk.org)

For further information on fitness to practise contact the Fitness to Practise (FPT) department either by phone on 0800 328 4218 (Monday to Friday 9am to 5pm) or by emailing [ftp@hcpc-uk.org](mailto:ftp@hcpc-uk.org).

### **Checking validity of qualifications and awarding bodies (including overseas qualifications)**

Advice can be found on the Security Industry Authority website at [www.the-sia.org.uk](http://www.the-sia.org.uk) and the Foreign and Commonwealth website at: [www.fco.gov.uk](http://www.fco.gov.uk)

If there is any doubt that qualifications are genuine, contact the National Academic Recognition Centre (NARIC) at <http://naric.org.uk/naric/>.

### **Document control**

<b>Version</b>	<b>Date issued</b>	<b>Description of change</b>	<b>Pages affected</b>	<b>Reason</b>
2.0	July 2016	Added reference to being 'de-registered'	3	Fit for purpose review