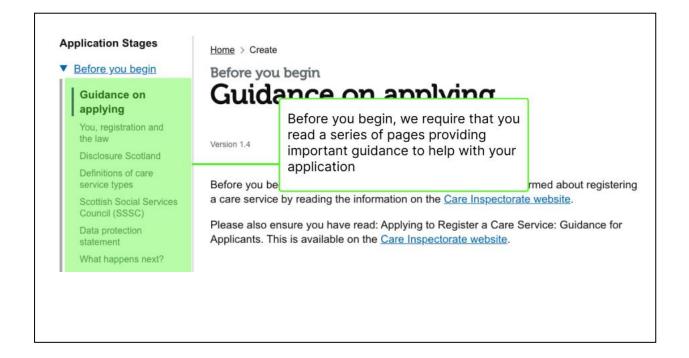
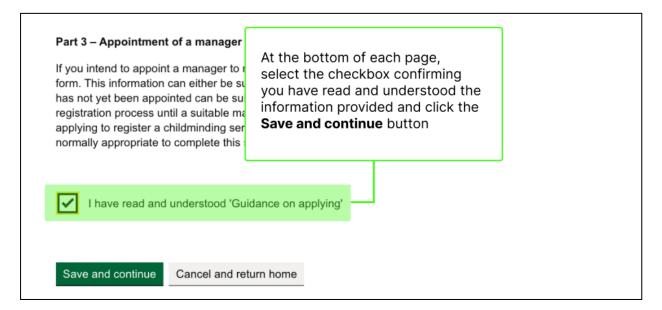


# Digital Portal: Application to register a care service – Individual applicant

Publication date: 07 November 2023

Publication code: IT-0623-023







Application Stages	Home > Overview > Edit	
▼ Before you begin	Before you begin	
<ul> <li>Guidance on applying</li> <li>You, registration and the law</li> </ul>	Provider entity	type
<ul> <li>Disclosure Scotland</li> <li>Definitions of care service types</li> </ul>	Application number RA003	On the <b>Provider entity type</b> page, you are required to select who will
<ul> <li><u>Scottish Social Services</u> <u>Council (SSSC)</u></li> </ul>	Version 1.4	be providing the care service
✓ Data protection statement		
✓ What happens next?		
Provider entity type		
Register a care service		
Who will be providin	g the care service?	
Individual	For this example we will and click to save and c	
Organisation		



Exit without saving

Application Stages	Home > Overview > Edit	
Before you begin	Before you begin	
✓ Guidance on applying	Register a care ser	rvice
<ul> <li>You, registration and the law</li> </ul>	-	
✓ Disclosure Scotland	Application number RAUU.	that we have identified the
<ul> <li><u>Definitions of care</u> service types</li> </ul>	Provi	der entity type, the links to blete the registration form are
<ul> <li><u>Scottish Social Services</u> <u>Council (SSSC</u>)</li> </ul>	Version 1.4	e available in the navigation bar
<ul> <li><u>Data protection</u> <u>statement</u></li> </ul>	What type of care service are you applying f	or?
<ul> <li>What happens next?</li> <li>Provider entity type</li> </ul>	Support service	
Register a care service	Care home service	
	School care accommodation service	
Details of the applicant	Nurse agency	
<ul> <li>Details of the service</li> </ul>	Childcare agency	
<ul> <li>Details of the manager</li> </ul>	Secure accommodation service	
Summary	Offender accommodation service	
	Adoption service	

Application Stages		
Before you begin	Home > Overview > Edit	
1	Before you begin	
<ul> <li>Guidance on applying</li> <li>You, registration and the law</li> </ul>		
<ul> <li>Disclosure Scotland</li> <li>Definitions of care service types</li> </ul>	Application number RA003 of care service we wish to register.	
✓ <u>Scottish Social Service</u> Council (SSSC)	service for this example. Then click	
<ul> <li><u>Data protection</u> statement</li> </ul>	What type of care service are you a	
<ul> <li>What happens next?</li> <li>Provider entity type</li> </ul>	Support service	
Register a care service	Care home service	
I	School care accommodation service	
Details of the applic	Cant Nurse agency	
Details of the servic	Ce Childcare agency	
Details of the management o	ager Secure accommodation service	
Summary	Offender accommodation service	
	Adoption service	
	Fostering service	
Request advice	Adult placement service	
	Childminding service	
	The provider of a childminding service is a person that looks after at least one child (up to the age of 16 years) for more than a total of two hours per day. They are	
	'rewarded', in money or kind, to look after the child on domestic premises (usually their own home). It does not include:	
	<ul> <li>caring for children closely related to you</li> <li>fostering children</li> </ul>	
	caring for children in their own home.	
	It may though include caring for children over weekends and/or holiday periods who attend boarding school.	
	Hame > Qverview > Edit	
	Details of the applicant Details of an individual applicant	
applicant	Application number Now we can start to enter information into the rest of the registration form	
Employment history V Qualifications	Version 1.4	
Convictions and	Your details	
	We will use this information as your contact details and also to identify you as the registered provider on the Certificate of Registration.	
Removals and	First name	
Bankruptcy and sequestration		
Invoicing contact details		
Details of the service	Middle name or other names (optional)	
Details of the manager		
Appointment of a manager	Sumame	

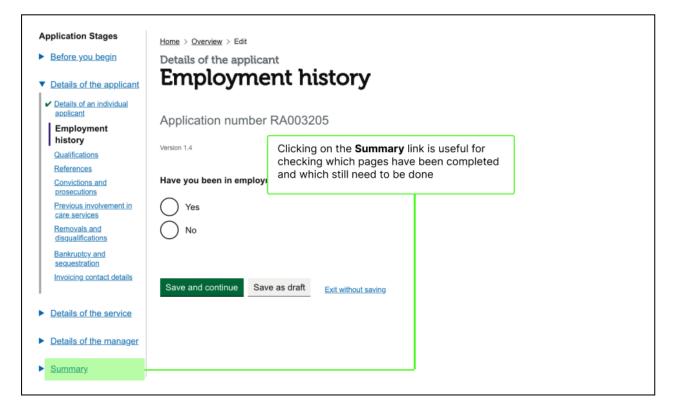
Postcode       Find address         DD1 4NY       Find address         Please select your address         Address line 1	~
Address line 2 (optional) Address line 3 (optional)	Wherever you are required to enter an address, you can simply type in the postcode and click the <b>Find</b> <b>address</b> button
Town or city Postcode	

Postcode       DD1 4NY       Find address	
✓ Please select your address Office Of The Scottish Charity Regulator,Second Floor,Qu Scottish Commission For The Regulation Of Care,Compar Accress line 1	
Address line 2 (optional)	Select the correct address from the dropdown menu
Address line 3 (optional)	
Town or city	
Postcode	
Postcode	

DD1 4NY Find address	
Scottish Commission For The Regulation Of Care,Co	ompass House,11 Riverside Drive, ~
Address line 1	
Scottish Commission For The Regulation Of Care	
Address line 2 (optional)	
Compass House	And the address fields will be populated automatically
Address line 3 (optional)	
11 Riverside Drive	
Town or city	
Dundee	
Postcode	
DD1 4NY	

А	pplication Stages	Home > Overview > Edit	
•	Before you begin	Details of the applica	nt
•	Details of the applicant	Employme	ent history
	<ul> <li>Details of an individual applicant</li> </ul>	Application number	RA003205
	Employment history	Application namber	14,666266
	Qualifications	Version 1.4	Always remember that you can jump to the different sections of the form using the links
	References Convictions and prosecutions	Have you been in employı	in the pavigation bar
	Previous involvement in care services	Yes	
	Removals and disqualifications	◯ No	
	Bankruptcy and sequestration		
	Invoicing contact details	Save and continue Sav	e as draft Exit without saving
•	Details of the service		
•	Details of the manager		
•	Summary		

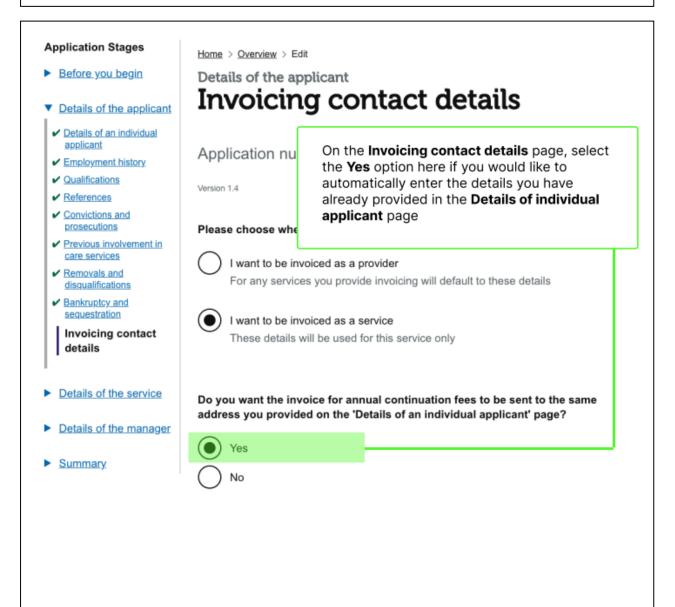
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#### Application summary **Review your information** Application number RA003216 Before you begin The summary page provides links Guidance on applying to the form pages You, registration and the law **Disclosure Scotland** COMPLETED Definitions of care service types COMPLETED COMPLETED Scottish Social Services Council (SSSC) COMPLETED Data protection statement What happens next? COMPLETED Provider entity type COMPLETED COMPLETED Register a care service Details of the applicant COMPLETED Details of an individual applicant COMPLETED Employment history Qualifications COMPLETED References AVAILABLE TO START AVAILABLE TO START Convictions and prosecutions Previous involvement in care services AVAILABLE TO START Invoicing contact details AVAILABLE TO START Details of the service

Application to register a care service - individual applicant

	AVAILABLE TO STAR
Beginning the service	NOT YET AVAILABL
Statement of aims and objectives	NOT YET AVAILABL
Information about people who will use the service	NOT YET AVAILABL
Staffing	NOT YET AVAILABL
Policies	NOT YET AVAILABL
Evaluating the service	NOT YET AVAILABL
Financial information	NOT YET AVAILABL
Insurance details	NOT YET AVAILABL
Details of the manager	
Appointment of a manager	AVAILABLE TO STAR
Pay and submit Cancel	re you can pay for and submit your application. Pages labelled <b>NOT YET AVAILABLE</b> will become available when you have provided the information required for them to become active



Application Stages	Home > Overview > Edit	
Before you begin	Details of the servio	ce
Details of the applicant	Policies	
<ul> <li>Details of the service</li> <li>Service name and</li> </ul>	Application numb	Wherever the form requires you to upload a file, you can click the <b>Accepted file formats</b>
contact details	Version 1.4	link to check you have the correct type of file to upload
<ul> <li><u>Beginning the service</u></li> </ul>	V0101011111	
<ul> <li><u>Statement of aims and</u> <u>objectives</u></li> </ul>	Protection	
<ul> <li>Information about people who will use the service</li> </ul>	Provide a protection polic	y for the proposed service.
<ul> <li>Accommodation and premises</li> </ul>	Ensure that the file nar	nes are appropriate and descriptive of what the file contains
✓ <u>Staffing</u>	before uploading. Do n	ot submit two files with the same name.
Policies	File upload size is limit	ed to 20 MB.
- '	File types accepted (.b .csv)	mp, .doc, .docx, .jpeg, .jpg, .pdf, .png, .rtf, .tiff, .txt, .xls, .xlsx,
	Choose file	

Home > Overview > Summary

# Application summary Review your information

Application number RA003216

Once all the form pages have been completed, you will be able to proceed to payment

Before	you	begin
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Guidance on applying	COMPLETED
You, registration and the law	COMPLETED
Disclosure Scotland	COMPLETED
Definitions of care service types	COMPLETED
Scottish Social Services Council (SSSC)	COMPLETED
Data protection statement	COMPLETED
What happens next?	COMPLETED
Provider_entity_type	COMPLETED
Register a care service	COMPLETED
Details of the applicant	
Details of an individual applicant	COMPLETED
Employment history	COMPLETED
Qualifications	COMPLETED
References	COMPLETED
Convictions and prosecutions	COMPLETED
Previous involvement in care services	COMPLETED
Removals and disqualifications	COMPLETED

Insurance details		COMPLETED
Details of the	manager	
Appointment of a mana	iger	COMPLETED
longer be change	d.	te. Once you submit your application, your answers can no
I declare that t Tick box to co		on are, to the best of my knowledge, accurate and complete.
the purpose of carryi	te will process (collect, use, store, discl ing out its functions under the Public Se	ose etc) personal information on computer and paper files for rvices Reform (Scot and) Act 2010, associated regulations
nspectorate to do so	. Personal information will only be discl o and in accordance with the General D ormation on how we process personal i	At the bottom of the <b>Summary</b> page, click to declare that the details you have provided are
NOUCE.		accurate and complete
Pay and submit	Cancel	· · ·
Pay and submit	Cancel	accurate and complete
Pay and submit		· · ·
Pay and submit	manager	accurate and complete
Pay and submit Insurance details Details of the Appointment of a man;	manager ager information you have entered is accur	accurate and complete
Pay and submit	manager ager information you have entered is accur ed.	accurate and complete
Pay and submit Insurance details Details of the Appointment of a man Please check the longer be change I declare that	manager ager information you have entered is accur ed. the details I have given in this applicat onfirm.	accurate and complete COMPLETED COMPLETED ate. Once you submit your application, your answers can no

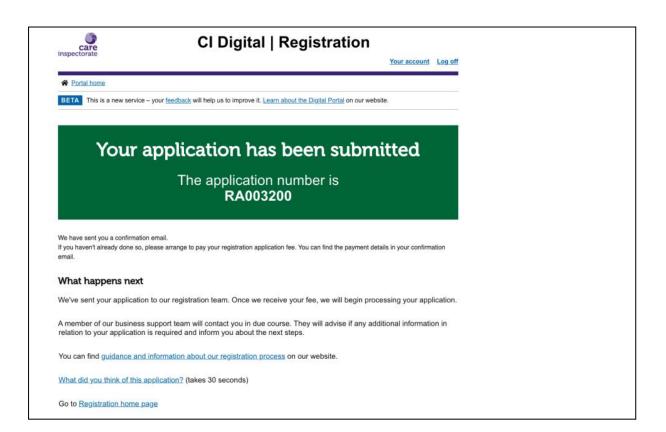
Click the Pay and submit button

Cancel

Registration Fee			
You must pay a fee to be registered with us. The fees we collect contribute to our operation	. The maximum limit is set by Scottish Ministers. ing costs. View our <u>current fees</u> .		
You have told us that you are applying to regis Your registration fee is £220.00	On the <b>Pay and submit</b> page, select your payment option.		
Paying your fee	Instructions regarding your chosen option are displayed below.		
You will need to pay your registration to is online.	fee before we can process your application. The quickest way to pay		
Please select a payment type			
Online -			
Telephone			
BACS or bank transfer			
Cheque or Postal Order			
Online payment			
You can make a payment online with your credit or debit card.			
When you click 'Continue' you will be taken to GOV UK pay who will process your payment. You will receive an email confirming your payment.			

You have told us that you are applying to regi	ster a Daycare of children service	
Your registration fee is £220.00	Finally click the <b>Submit appl</b> button at the bottom of the p	
Paying your fee	submit your registration app	
You will need to pay your registration is online.	fee before we can process your application	. The quickest way to pay
Please select a payment type		
Telephone		
BACS or bank transfer		
Cheque or Postal Order		
Online payment		
You can make a payment online with your cre	dit or debit card.	
When you click 'Continue' you will be taken to confirming your payment.	GOV UK pay who will process your payment.	ou will receive an email
Please note that once you submit you proceed with your application or if it	ur application, the fees are non refundable re is refused or withdrawn.	gardless of whether you
Submit application Return to Review you	r information Exit without saving	-

Application to register a care service - individual applicant



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