



Guidance for providers and applicants on Registered Manager requirements

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What is required to be the Registered Manager?

Managers of registered services are required to have a practice qualification deemed suitable to be the Registered Manager (The named manager on the Care Inspectorate Certificate of Registration). Practice qualifications held by the named manager, must meet the requirements of the SSSC for the relevant part of the Register.

For example, if the service is registered as a care home service for adults, the named manager would need to hold the SVQ Social Services and Healthcare SCQF Level 9 (or acceptable equivalent qualification)

In addition to holding a practice qualification, managers must hold, or agree to work towards a management qualification during their registration.

To find out more about suitable qualifications that meet the SSSC registration requirements go to <https://www.sssc.uk.com/registration/help-with-register-parts-fees-and-qualifications/>

What does this mean for new Registration Applications?

Applicants applying to register a new service must ensure the person they propose to appoint as manager has the relevant knowledge, skills and experience to manage the service in addition to a practice qualification ((meeting SSSC criteria)).

An applicant's safer recruitment policy should reflect this.

What does this mean for existing services?

Providers of existing services, who are proposing to appoint a new manager, must ensure the person to be appointed holds a practice qualification (meeting SSSC criteria) because this provides the Care Inspectorate with assurance that they have the skills, knowledge and experience to manage the service.

Why does the SSSC's requirements differ?

The SSSC will register managers without qualifications, granting registration with a condition, which should be achieved within the first period of registration. The SSSC are governed by different legislation, considering people's suitability to be registered as an individual. The SSSC is not responsible for deciding who is the most suitable person to hold responsibility for the overall management of a service. The Care Inspectorate holds this responsibility and requires the registered manager for the service to hold a practice qualification (meeting SSSC criteria).

Why does the Registered Manager need to hold a practice qualification?

This position reflects the fundamental role that managers have in ensuring the quality of care of people experiencing their service and is in line with other care regulators across the UK. In light of the fact that managers provide leadership for staff and ultimately make decisions regarding the competence and fitness of staff, we believe that managers having relevant practice knowledge to fulfil this role is a reasonable expectation.

Currently a number of appointed managers do not hold a practice qualification, in these circumstances providers will be encouraged to support managers to gain the qualifications to meet SSSC qualification requirements.

Exceptional circumstances

If a manager of a registered service is absent for any reason and acting-up arrangements are put in place the Care Inspectorate would expect the person acting up to hold a practice qualification and have the relevant knowledge, skills and experience. The Care Inspectorate may consider different arrangements in exceptional circumstances and will look at each case on an individual basis.

This would also apply to services where temporary management arrangements have been put in places whilst the provider is recruiting a new manager.

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