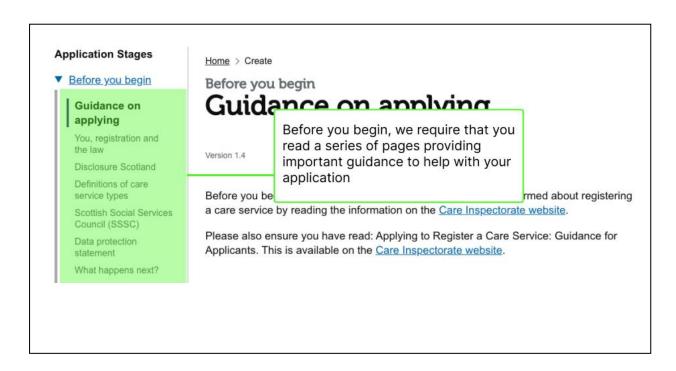
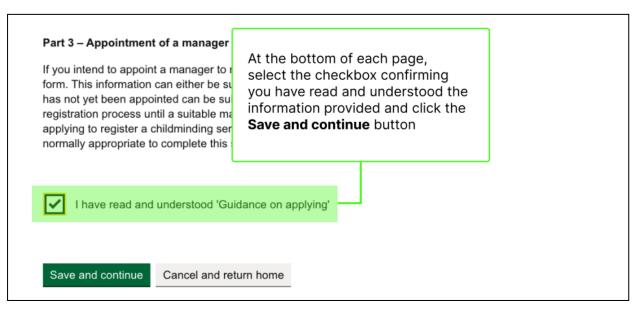


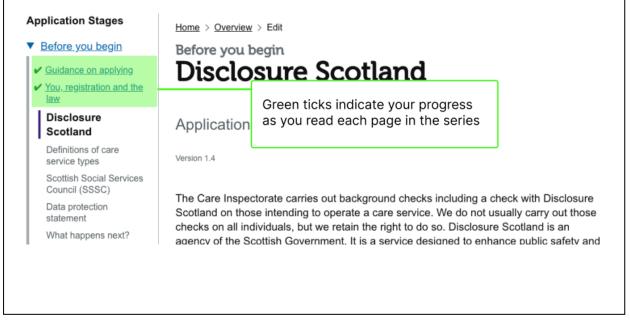
Digital Portal: Application to register a care service – Organisation applicant

Publication date: 07 November 2023

Publication code: IT-0623-024







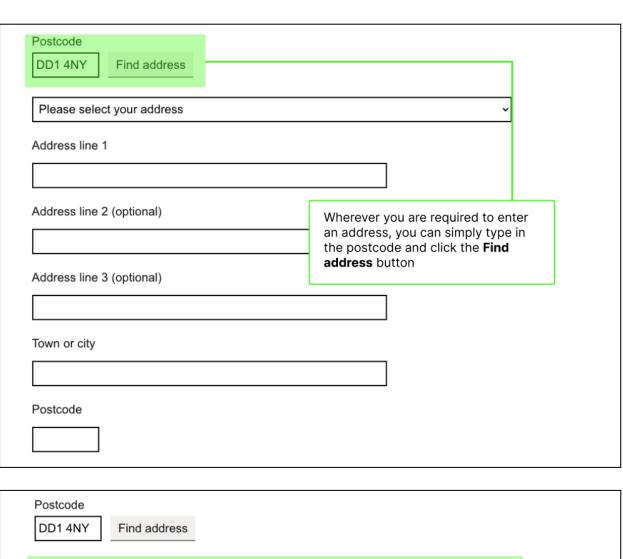
Application Stages Home > Overview > Edit ▼ <u>Before you begin</u> Before you begin Provider entity type Guidance on applying ✓ You, registration and the law ✓ <u>Disclosure Scotland</u> Application number RA003 On the **Provider entity type** page, ✓ Definitions of care you are required to select who will service types be providing the care service Version 1.4 ✓ <u>Scottish Social Services</u> <u>Council (SSSC)</u> ✓ Data protection ✓ What happens next? **Provider entity** type Register a care service

Who will be providing the care service?		
Individual		
Organisation	For this example we will select Organisation and click to save and continue	
Save and continue	Save as draft Exit without saving	

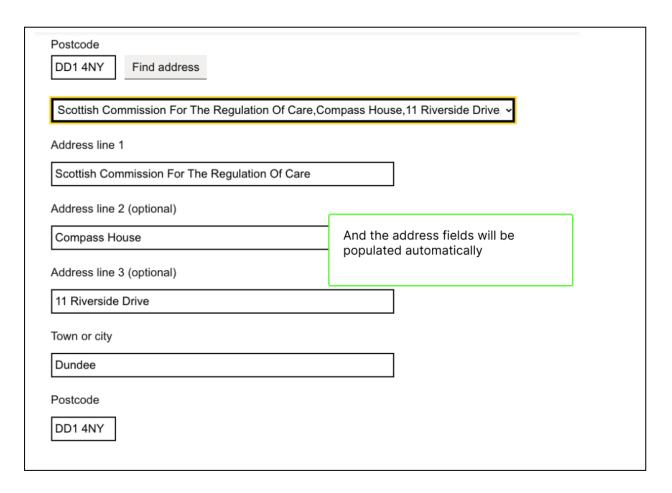
Application Stages	Home > Overview > Edit		
▼ Before you begin	Before you begin		
✓ Guidance on applying ✓ You, registration and the law	Register a care	service	
 ✓ Disclosure Scotland ✓ Definitions of care service types ✓ Scotlat Services 	Application number RA003 Version 1.4	Now that we have Provider entity ty complete the reginance available in	pe , the links to
Council (SSSC) ✓ Data protection statement	What type of care service are you a		
✓ What happens next? ✓ Provider entity type	Support service		
Register a care service	Care home service		
	School care accommodation se	rvice	
► <u>Details of the applicant</u> organisation	Nurse agency		
► <u>Details of the service</u>	Childcare agency		
► <u>Details of the manager</u>	Secure accommodation service		
► <u>Summary</u>	Offender accommodation service Adoption service	e	

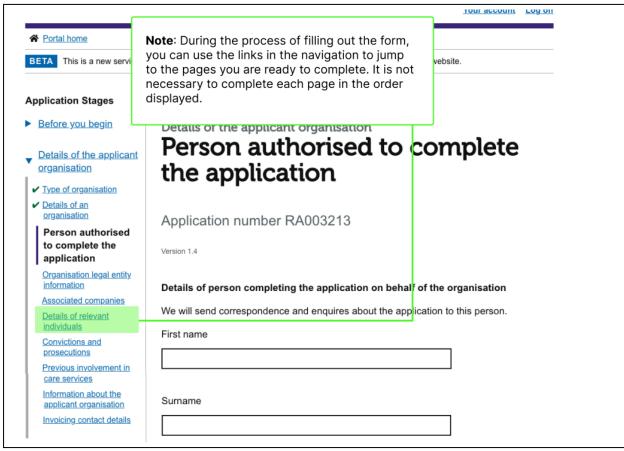
Application Stages Home > Overview > Edit ▼ Before you begin Before you begin Register a care service ✓ Guidance on applying ✓ You, registration and the First we need to declare what type ✓ <u>Disclosure Scotland</u> of care service we wish to register. Application number RA003 ✓ <u>Definitions of care</u> service types We will choose **Nurse agency** Version 1.4 ✓ Scottish Social Services for this example. Then click the Save Council (SSSC) and continue button. ✓ <u>Data protection</u> What type of care service are you a statement ✓ What happens next? Support service ✔ Provider entity type Register a care Care home service service School care accommodation service Details of the applicant Nurse agency organisation A nurse agency is a service which consists of or includes supplying, or introducing Details of the service to persons who use the service, registered nurses, registered midwives or registered health visitors Details of the manager **►** Summary Childcare agency

Application Stages	Home > Overview > Edit
► <u>Before you begin</u>	Details of the applicant organisation
▼ Details of the applicant	Person authorised to complete
organisation	the application
✓ <u>Type of organisation</u>	
✓ <u>Details of an</u> <u>organisation</u>	Application number the rest of the registration form
Person authorised	the rest of the registration form
to complete the application	Version 1.4
Organisation legal entity information	
Associated companies	Details of person completing the application on behalf of the organisation
Details of relevant individuals	We will send correspondence and enquires about the application to this person.
Convictions and prosecutions	First name
Previous involvement in care services	
Information about the applicant organisation	
Invoicing contact details	
► Details of the service	Surname
▼ Details of the manager	



Postcode	
DD1 4NY Find address	
✓ Please select your address Office Of The Scottish Charity Regulator, Second Floor, Quadr.	
Scottish Commission For The Regulation Of Care,Compass H	ouse,11 Riverside Drive,Dundee,DD1 4NY
Address line 2 (optional)	Select the correct address from the
	dropdown menu
Address line 3 (optional)	
Town or city	
Town or city	
Postcode	





Application Stages

- ▶ Before you begin
- ▼ Details of the applicant organisation
 - ✓ Type of organisation
 - ✓ <u>Details of an organisation</u>

Person authorised to complete the application

Organisation legal entity information

Associated companies

Details of relevant individuals

Convictions and prosecutions

Previous involvement in care services

Information about the applicant organisation

Invoicing contact details

Home > Overview > Edit

Details of the applicant organisation

Details of relevant individuals

Application nur

Any changes y

your other app

Please list the name

Version 1.4

acts as:

Note: When you get to the **Details of relevant individuals** page, you must add at least one person.

The guidance explains who needs to be added for this section.

If you are a public body such as a local authority or a health board, you are not required to fill in this section.

- a director, manager or secretary of the body corporate (where the applicant is a body corporate other than a local authority)
- a partner in the firm (where the applicant is a firm)
- a member of the firm (where the applicant is a limited liability partnership)
- · a member of the firm (where the applicant is a limited partnership)
- a person concerned in the management or control of the association (where the applicant is an unincorporated association other than a firm)

► Before you begin

▼ Details of the applicant organisation

- ✓ Type of organisation
- Details of an organisation

Person authorised to complete the application

Organisation legal entity information

Associated companies

Details of relevant individuals

Convictions and prosecutions

Previous involvement in care services

Information about the applicant organisation Invoicing contact details

N. D. (-1) - (1) - - - - 1

- Details of the service
- Details of the manager

Details of the applicant organisation

Details of relevant individuals

Application number

Version 1.4

Clicking on the **Summary** link is useful for checking which pages have been completed and which still need to be done

Any changes you make to relevant individuals here, will also be applied to your other applications and reflected in your provider recold immediately.

Please list the names, dates of birth and contact details of every person who is or acts as:

- a director, manager or secretary of the body corporate (where the applicant is a body corporate other than a local authority)
- a partner in the firm (where the applicant is a firm)
- a member of the firm (where the applicant is a limited liability partnership)
- a member of the firm (where the applicant is a limited partnership)
- a person concerned in the management or control of the association (where the applicant is an unincorporated association other than a firm)

Relevant individuals

Name

Role

Summary.

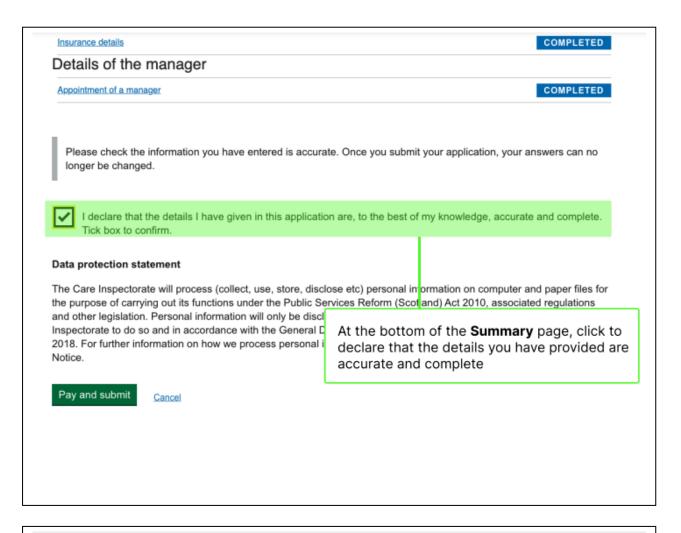
There are no relevant individuals to display

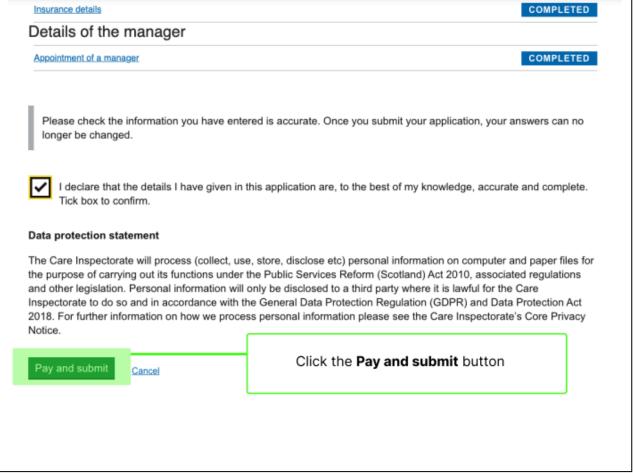
Application number RA003216		
Before you begin		
Guidance on applying	The summary page provides links that take you directly to the form pages	
You, registration and the law		
Disclosure Scotland	COMPLETED	
Definitions of care service types	COMPLETED	
Scottish Social Services Council (SSSC)	COMPLETED	
Data protection statement	COMPLETED	
What happens next?	COMPLETED	
Provider entity type	COMPLETED	
Register a care service	COMPLETED	
Details of the applicant organisation		
Type of organisation	COMPLETED	
Details of an organisation	COMPLETED	
Person authorised to complete the application	AVAILABLE TO START	
Organisation legal entity information	AVAILABLE TO START	
Associated companies	AVAILABLE TO START	
Details of relevant individuals	AVAILABLE TO START	
Convictions and prosecutions	AVAILABLE TO START	
Previous involvement in care services	AVAILABLE TO START	
Information about the applicant organisation	AVAILABLE TO START	

Service name and contact details	AVAILABLE T	O START
Beginning the service	NOT YET AV	AILABLE
Statement of aims and objectives	NOT YET AV	AILABLE
Information about people who will use the service	NOT YET AV	AILABLE
Staffing	NOT YET AV	AILABLE
Policies	NOT YET AV	AILABLE
Evaluating the service	NOT YET AV	AILABLE
Financial information	NOT YET AV	AILABLE
Insurance details	NOT YET AV	AILABLE
Details of the manager		
Appointment of a manager	AVAILABLE T	O START
You must complete all the pages be	Pages labelled NOT YET AVAILABLE 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 service **Policies** Details of the applicant Wherever the form requires you to upload ▼ Details of the service Application numb a file, you can click the Accepted file formats Service name and link to check you have the correct type of file contact details Version 1.4 to upload Beginning the service ✓ Statement of aims and objectives Protection Information about Provide a protection policy for the proposed service. people who will use the service ▼ Accepted file formats Accommodation and Ensure that the file names are appropriate and descriptive of what the file contains premises before uploading. Do not submit two files with the same name. ✓ Staffing Policies File upload size is limited to 20 MB. File types accepted (.bmp, .doc, .docx, .jpeg, .jpg, .pdf, .png, .rtf, .tiff, .txt, .xls, .xlsx, .csv) Choose file

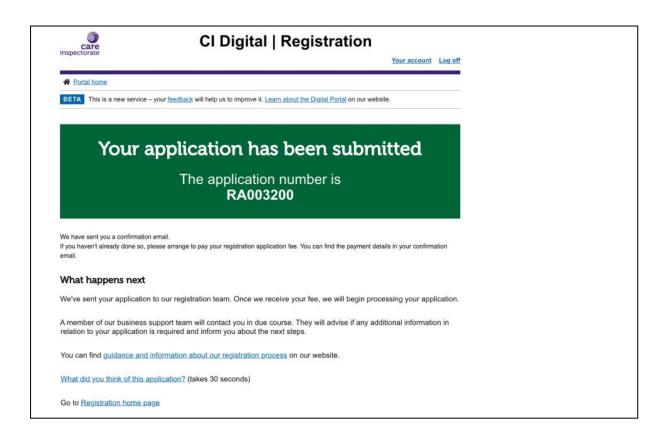
Home > Overview > Summary	
Application summary	
Review your inform	ation
Application number RA003216	Once all the form pages have been completed, you will be able to proceed to payment
Before you begin	
Guidance on applying	COMPLETED
You, registration and the law	COMPLETED
Disclosure Scotland	COMPLETED
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 organisation	ı
Type of organisation	COMPLETED
Details of an organisation	COMPLETED
Person authorised to complete the application	COMPLETED
Organisation legal entity information	COMPLETED
Associated companies	COMPLETED
Details of relevant individuals	COMPLETED
Convictions and prosecutions	COMPLETED





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 current fees.
You have told us that you are applying to regist Your registration fee is £220.00	On the Pay and submit 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	
Invoice	
Online payment	
You can make a payment online with your cred	it or debit card.
When you click 'Continue' you will be taken to confirming your payment.	GOV UK pay who will process your payment. You will receive an email

You have told us that you are applying to reg	ster a Daycare of children service		
Your registration fee is £220.00 Paying your fee	Finally click the Submit appli button at the bottom of the p submit your registration appl	age to	
You will need to pay your registration is online.	n 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			
Invoice			
Online payment			
You can make a payment online with your cre	edit or debit card.		
When you click 'Continue' you will be taken to confirming your payment.	o GOV UK pay who will process your payment. Y	ou will receive an email	
Please note that once you submit yo 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	ur information Exit without saving		



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