# Updating skills and knowledge form – UK applicants only

This form is used to demonstrate how you have updated your skills and knowledge, in accordance with rule 14 (2) of our [registration rules](https://www.socialworkengland.org.uk/about/publications/registration-rules-2019-as-amended/).

**Important information – Please read before completing this form**

* This form should be submitted with your application
* You should only complete this form if you gained your social work qualification in the UK 2 or more years ago. You can find information on how many days you are required to evidence in the [UK applicant guidance](https://www.socialworkengland.org.uk/registration/uk-applicant-guidance/).
* Before completing this form, please read the [UK applicant guidance](https://www.socialworkengland.org.uk/registration/uk-applicant-guidance/) and the [updating skills and knowledge guidance](https://www.socialworkengland.org.uk/registration/update-skills-and-knowledge/). It may be helpful to have this guidance open so you can refer to it as you complete this form.
* You should complete the personal details section below (section 1).
* If more than one supervisor was involved in your period of supervised practice, please complete a copy of this form for each supervisor.
* You should only fill in section 2 if you need to evidence how you have kept your skills and knowledge up to date and have not practised as a registered social worker outside of England (including Scotland, Wales, or Northern Ireland) within the last 12 months.
* You should only complete section 3 if you have been practising as a registered social worker outside of England (including Scotland, Wales, or Northern Ireland)in the 12 months prior to submitting your application. If you have not practised as a social worker in the last 12 months, you will need to complete section 2.

Section 1: Personal details

Your full name: Click or tap here to enter text.

Your date of birth: Click or tap to enter a date.

Your application number: Click or tap here to enter text.

**Please complete all the relevant sections below**

Section 2: Updating skills and knowledge

Number of updating skills and knowledge days completed

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity type** | **Number of days** | **Start date** | **End date** |
| [Supervised practice](https://www.socialworkengland.org.uk/registration/update-skills-and-knowledge/#supervised) | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. |
| [Private study](https://www.socialworkengland.org.uk/registration/update-skills-and-knowledge/#private) | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. |
| [Formal study](https://www.socialworkengland.org.uk/registration/update-skills-and-knowledge/#formal) | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. |

I have completed: *(please select one of the options below)*

A period of 30 days updating my skills and knowledge [ ]

A period of 60 days updating my skills and knowledge [ ]

### **Supervisor details – Please fill out the supervisor’s details below *(if applicable)***

Full name: Click or tap here to enter text.

Registration number: Click or tap here to enter text.

Name of regulatory body: Click or tap here to enter text.

Professional email address: Click or tap here to enter text.

### **Formal study *(if applicable)***

This section is for you to provide details of any formal study you have done as part of your period of updating skills and knowledge. You can read more about the requirements of [formal study](https://www.socialworkengland.org.uk/registration/restoration-guidance/#removal:~:text=with%20the%20applicant.-,Formal%20study,-We%20accept%20postgraduate) in the UK applicant guidance.

Course title: Click or tap here to enter text.

Start date: Click or tap to enter a date.

End date: Click or tap to enter a date.

A qualification in social work was required for entry onto the course (*mandatory*) [ ]

I have included a high-quality copy of my qualification certificate and/or a copy of my transcript [ ]

### **Please fill out the course provider’s details below**

Name of course provider: Click or tap here to enter text.

Professional email address: Click or tap here to enter text.

Section 3: Practice outside of England

You should only fill this section of the form in if you have been practising as a registered social worker outside of England (including Scotland, Wales, or Northern Ireland) in the last 12 months in a country where social work is regulated. Please read the UK applicant guidance for further information on using your practise as a social worker outside of England as evidence of updating your skills and knowledge.

### **Employment details**

Job title: Click or tap here to enter text.

Name of employer: Click or tap here to enter text.

Address of employer: Click or tap here to enter text.

Professional email address (your manager): Click or tap here to enter text.

Start date: Click or tap to enter a date.

End date: Click or tap to enter a date.

Does the role only accept candidates who hold registration with the relevant regulatory body? [ ]

Does the role only accept candidates with a social work qualification? [ ]

I have worked in this role at least 30 days in 12 months prior to my application [ ]

I have worked in this role at least 60 days in 12 months prior to my application [ ]

### **Regulator details**

Name of regulatory body: Click or tap here to enter text.

Country of regulatory body: Click or tap here to enter text.

Email address: Click or tap here to enter text.

Registration number: Click or tap here to enter text.

Registration start date: Click or tap to enter a date.

Registration end date (if applicable): Click or tap to enter a date.

### **Details about your role**

Please provide a description of your social work duties in this role, as well as dates and details of any training, relevant study, or continuing professional development (CPD) you completed during this role within the last 12 months.

Click or tap here to enter text.

Section 4: Declaration

It is your responsibility to ensure that all information provided in this form is an honest and accurate reflection of the period of updating skills and knowledge you have undertaken. We may carry out additional checks to verify the information you provide. Providing truthful and accurate information is an important part of meeting the professional standards expected of all social workers.

I can confirm that I have read and understood the [UK applicant guidance](https://www.socialworkengland.org.uk/registration/uk-applicant-guidance/) and [updating skills and knowledge](https://www.socialworkengland.org.uk/registration/update-skills-and-knowledge/) guidance.

I confirm that I have completed the updating period set out above and all the information in my application is true and accurate. I have undertaken social work tasks and activities that relate to social work in the United Kingdom, and my supervisor meets the criteria detailed in the [guidance](https://www.socialworkengland.org.uk/registration/update-skills-and-knowledge/#supervised).

Signed: Click or tap here to enter text.

Date: Click or tap to enter a date.