## 

## **Updating skills and knowledge form – overseas applications**

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/), for applicants who qualified more than 2 years ago.

Prior to completing this form, please read the relevant [overseas guidance](https://www.socialworkengland.org.uk/registration/overseas-applicant-guidance/). You may find it useful to have the guidance open to refer to whilst completing the form.

* [overseas guidance](https://www.socialworkengland.org.uk/registration/overseas-applicant-guidance/) – if you completed your social work qualification outside of the UK

**Completing the form**

* This form is a digital version. We recommend filling out the form digitally using Microsoft Word.

You can find confirmation of how many days you are required to complete by viewing the [overseas guidance](https://www.socialworkengland.org.uk/registration/overseas-applicant-guidance/).

**Personal details**

Your application/registration number Click or tap here to enter text.

First name(s) Click or tap here to enter text.

Surname/family name Click or tap here to enter text.

Date you last practised Click or tap to enter a date.

Current job title Click or tap here to enter text.

Date qualified as a social worker Click or tap here to enter text.

## **Qualifications completed more than 2 years ago**

## **Section 1: If you have been practising as a social worker outside of England and in a regulated country within the last 12 months**

If all of the following apply complete all of section 1 only.

* My job title is social worker
* I have practised as a social worker in the last 12 months
* I am a registered social worker outside of England (including Scotland, Wales or Northern Ireland)
* I gained my social work experience in a regulated country\*

\* ‘regulated country’ means a country in which social workers must be registered with a professional regulatory body by law. The regulatory body authorises a person to practice as a social worker.

An association or membership body is different from a regulatory body, if an association applies in your country and not a regulator body, you will need to complete [section 2](#_2._If_you) of this form.

If all of the above do not apply, you are required to complete [section 2](#_2._If_you) of the updating skills and knowledge form.

We require the contact details of the regulatory body in the country in which you practised so we can verify the above information.

You must provide us with information about the work you were doing within the last 12 months.

We will then decide whether this work is enough to exempt you from a period of [updating your skills and knowledge.](https://www.socialworkengland.org.uk/registration/update-skills-and-knowledge/)

## You must fill out multiple copies of this page if you have more than one employer.

## Please note, if you have not practised as a social worker in a regulated country within the last 12 months, you will need to complete [section 2](#_2._If_you) of this form.

## **Employment details (within the last 12 months):**

Job title Click or tap here to enter text.

Name of employer/organisation Click or tap here to enter text.

Address of employer/organisation Click or tap here to enter text.

Email address (manager email) Click or tap here to enter text.

Start date Click or tap here to enter text.

End date Click or tap here to enter text.

## **Regulator body 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.

Telephone number Click or tap here to enter text.

Registration number Click or tap here to enter text.

Dates registered from and to Click or tap here to enter text.

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?

## **Details about your role (only complete this section if all of the points apply in section 1)**

Please provide a description of your 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. This information must relate to social work duties in the UK.

Click or tap here to enter text.

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# ****Section 2:** **If you have not been practising as a social worker within the past 12 month in a regulated country****

You’ll need to give us evidence to show how you have [kept your skills, knowledge and experience up to date](https://www.socialworkengland.org.uk/registration/overseas-applicant-guidance/#skillsandknowledge)

You must do this if:

* you gained your recognised social work qualification more than 2 years ago and you have not been practising as a registered social worker within the past 12 months in a regulated country

## **Organisation details of where your supervised practice took place:**

## If your supervisor who is signing off your updating skills and knowledge is not based at the same organisation, we would expect your workplace supervisor or manager to be aware that you are working with a social worker to update your skills and knowledge. They should contribute to this process. We will contact your workplace manager and supervisor to verify the information you provide.

Job title Click or tap here to enter text.

Name of employer/organisation Click or tap here to enter text.

Address of employer/organisation Click or tap here to enter text.

Email address (manager email) Click or tap here to enter text.

Start date Click or tap here to enter text.

End date Click or tap here to enter text.

## **Updating skills and knowledge**

Number of updating skills and knowledge days to be completed

## We consider a minimum of 7 hours to be equivalent to 1 day.

## **If it is between 2 and 5 years since you qualified:** **30 days = 210 hours**

## **If you qualified more than 5 years ago:** **60 days = 420 hours**

[Supervised days](#_Supervised_practice) Click or tap here to enter text.

[Private study days](#_Private_study) Click or tap here to enter text.

[Formal study days](#_Formal_study) Click or tap here to enter text.

Total number of days Click or tap here to enter text.

I agree that by entering my name in the ‘signed’ box below, this is in place of and should be treated the same as a physical signature.

I confirm that I have completed the updating period set out above and I enclose the relevant forms to confirm this. All the information in my application is true and I understand that, under the Social Worker Regulations 2018, it is a criminal offence to try to fraudulently enter my name on the register. I confirm that all the information entered onto this form was done wholly and independently by myself.

Signed Click or tap to enter signature.

Date Click or tap to enter a date.

## **Supervised practice**

If you have been supervised by multiple social workers, you will need to complete multiple copies of this section. We can only accept information that is provided within this form, please do not use a separate word document for example.

Please note that the supervisor will be contacted to verify your supervised practice.

We do not specify the activities that applicants must undertake, but must link to social work activity. It could include, but is not limited to:

* undertaking or shadowing assessments
* social work care planning
* applying legislation
* signposting and liaising with other agencies
* attending team and multi-disciplinary meetings
* case recording
* providing information, support and guidance to service users and their families shadowing social workers
* any other activities relevant to the social work setting

Applicants are not expected to carry their own caseload.

The supervised practice that you complete must be undertaken during the 12 months prior to your application. You must provide the following:

* details of the setting where you have undertaken your period of supervised practise
* the contact details of your supervisor (this must be the same person who is signing off your updating skills and knowledge form)the name of the regulatory body that your supervisor is registered with
* the contact details of your workplace manager (if this is different from your supervisor)
* your supervisors registration number
* the dates and number of hours of your supervised practice
* details of what your supervised practice involved
* activity type and description of what the task involved
* learning gained from the experience
* how your experience and activity relates to social work practice in the UK

Please do not use acronyms when explaining information within the form. For example if you are referring to an approved social worker, state this in full and not by using ASW.

**Please fill out the supervisor’s details below**

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.

Job title Click or tap here to enter text.

Organisation/Institution Click or tap here to enter text.

Department Click or tap here to enter text.

Address Click or tap here to enter text.

Town/City Click or tap here to enter text.

Email address Click or tap here to enter text.

**The supervisor named above must fill in this section**

I confirm that I have supervised the applicant from the following dates:

Start date Click or tap to enter a date. End date Click or tap to enter a date.

Was the applicant and supervisor employed at the same organisation? Yes or No Click or tap here to enter text.

Where did the supervised practice take place? E.g. community/hospital Click or tap here to enter text.

If you did not work directly with the applicant, how regularly did you meet with the applicant to monitor progress of assessing their supervised practice? Click or tap here to enter text. Was this in person or virtual? Click or tap here to enter text.

How did you assess the applicants knowledge and skills (other than meetings)? Click or tap here to enter text.

I can confirm that I have assessed the applicant’s capability to perform a social work role in line with the Social Work England’s [professional standards](https://www.socialworkengland.org.uk/standards/professional-standards/)

I have been registered as a social worker for the duration of the supervised practice, I have been registered as a social worker for at least three years and I am not subject to fitness to practise sanctions/proceedings or interim orders.

I have read the ‘guidance for supervisors’ section of the [overseas guidance.](https://www.socialworkengland.org.uk/registration/overseas-applicant-guidance/#about)

If I were to sign this application form by electronic signature, I confirm that this method of signature indicates my intention to be bound by the information I have provided in my application as if signed by my manuscript signature.

There is no perceived conflict of interest between myself (the supervisor) and the applicant.

The applicant has completed the period of supervised practice set out in this form. To the best of my knowledge, all information provided regarding the applicant’s supervised practice in this form is true and accurate.

Signature of supervisor Click or tap to enter signature.

Date Click or tap to enter a date.

## **Supervised practice (continued)**

This section must be completed by r you, the applicant. ,

Provide details of what your supervised practice involved (all of the following).

* activity type and description of what the task involved. You are required to provide a practical example that evidences your learning. For each date/task, you would need to provide a different example to demonstrate separate learning. Using the same example more than once would not demonstrate a separate day of learning.
* learning from the experience
* how your experience and activity relates to social work practice in the UK

You are required to break down the hours into a maximum of 1 week, we consider a day to be a minimum of 7 hours. For example 20 - 24 March 2023 – hours completed 35. You must ensure there is enough detail in the activity description to demonstrate 35 hours of learning. Breaking down the hours will support you with evidencing this. The maximum word count for each task/activity description and learning is 500 words. If you are exceeding 500 words, please break down the hours.

Complete all of the information relating to your supervised practice on one updating skills and knowledge form. If there is not enough space for you to demonstrate all of your supervised practice, please collate the information on a new updating skills and knowledge form and submit both forms.

If you have more than one supervisor please use a separate updating skills and knowledge form for each supervisor. All information must be submitted on the headed updating skills and knowledge form. All entries must be relevant to social work practice.

To support you an example is included below.

**Please confirm the following:**

1. Your job role title during your period of supervised practice Click or tap here to enter text.
2. Did the role you undertook for supervised practise require you to have a social work qualification Yes  No ☐

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| **Dates range** | **Hours completed** (e.g. 7.5 and not 7 ½) Hours should not include lunch, breaks and travel time | **Task, activity description, learning if applicable how your experience relates to social work in the UK** |
| **Example (refer to our** [**updating skills and knowledge webpage**](https://www.socialworkengland.org.uk/registration/update-skills-and-knowledge/) **for further examples)** | | |
| 25/3/24 | 2 | **Task: Home visit. I shadowed my supervisor who is a qualified social worker and attended a home visit.**  **Activity description:** I worked with my supervisor to complete an assessment on a person who had dementia. This person was struggling. The family requested the visit because they were considering a move to a nursing home. I helped my supervisor to conduct an assessment to determine the service user’s needs. This included asking questions to the service user about what they were struggling with and how they would best like to be supported. We also spoke with the family and other professionals, such as the service user’s doctor to complete the care needs assessment. The assessment identified that the service user had care and support needs regarding eating and being safe at home.  **Learning gained from your experience: I learnt about how a care needs assessment works, such as the questions that you may ask and how to communicate/work with other healthcare professionals. Furthermore, I learnt how to use a holistic and person-centred approach to care and how vital this is to use when I work with service users once I am a registered social worker. I also worked with other professionals, which provided me with insight into the care involved from different professionals, such as GPs and nurses.**  **How your experience relates to social work in the UK:**  **The assessment was conducted in line with the Care Act 2014. When I become a registered social worker, I will need to complete many assessments to assess whether a service user has needs for care and support.** |
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| **Total hours** | Click or tap here to enter text. |  |

## P**rivate study**

This section is for you to provide details of any private study you have done as part of your period of updating skills and knowledge. Private study can make up no more than half of your 30 days (210 hours) or 60 days (420 hours) updating period

Please include the sources you have used, and include the author, title of books or journals to enable us to assess your learning.

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| **Date range** | **Hours completed** (e.g. 7.5 and not 7 ½) Hours should not include lunch, breaks and travel time | | **Activity/sources you have used. If a book or article include title, author, year. If online include the link** | **Explain how this has kept your social work practise up to date and detail the learning from the activity/source** |
| **Example (refer to our** [**updating skills and knowledge webpage**](https://www.socialworkengland.org.uk/registration/update-skills-and-knowledge/) **for further examples)** | | | | |
| 25/3/24 | | 2 | **Activity/sources:** [Helping Children Deal With Grief | Child Mind Institute](https://childmind.org/article/helping-children-deal-grief/#:~:text=You%20can%20help%20a%20child,or%20telling%20stories%20with%20them.) | **Explain how this has kept your social work practise up to date:** My aim was to broaden my knowledge around the subject of grief, in particular in regard to children and to gain knowledge and understanding of how I could potentially help my clients if this was to arise with one of my cases when I am a registered social worker. The websites and book were extremely informative, and I feel I am much more confident around this subject.  **Learning:** I learnt that it is important to encourage the children to understand that they don’t need to get over the loss of someone it is about helping them to understand a new way of life without that loved one. I became aware of online websites and chats that would be helpful to recommend to service users, for example talk grief. This provides support to young people aged 13-25. |
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| **Total hours** | Click or tap here to enter text. | |  |  |

I confirm that I have completed the period of private study set out above. All the information in my private study form is true and I understand that, under the [Social Worker Regulations 2018](https://www.legislation.gov.uk/ukdsi/2018/9780111170090/contents), it is a criminal offence to fraudulently enter my name on the register.

If I were to sign this application form by electronic signature, I confirm that this method of signature indicates my intention to be bound by the information I have provided in my application as if signed by my manuscript signature.

Signed Click or tap to enter signature.

Date Click or tap to enter a date.

## **Formal study**

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. A postgraduate course, whether a degree, diploma or shorter course, will be accepted as formal study, as long as:

* a qualification in social work was mandatory to enrol on the course and;
* the course is linked to a university

The following do not count as formal study:

* CPD completed in the workplace
* online learning that is not provided by a university
* individual modules

However, these activities can count as private study.

We must also be confident that the course content and quality assurance processes and governance are of a sufficient standard. Return to Social Work programmes can count towards formal study.

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.

Address Click or tap here to enter text.

Email address Click or tap here to enter text.

## **Next steps:**

How to submit your completed form to us:

If you have not yet submitted your application to us:

If you are applying via your online account, you should upload your completed updating skills and knowledge form to your application when prompted to upload supporting documents.

If you have already submitted your application to us:

You should have received a reference number to confirm that your application has been submitted. Please send the completed updating skills and knowledge form by email to [enquiries@socialworkengland.org.uk](mailto:enquiries@socialworkengland.org.uk) quoting your application reference number in the subject heading.

How we assess the information you have provided on this form:

The information you have provided will then be assessed in line with our rules and regulations. You can read more about how we assess updating skills and knowledge in the relevant guidance.

[Overseas guidance](https://www.socialworkengland.org.uk/registration/overseas-applicant-guidance/#about) – if you completed your social work qualification outside of the UK**.**

If we require further information from you about how you have kept your skills and knowledge up to date, we will contact you through your Social Work England online account.

Please note, you may wish to add [system.enquiries@socialworkengland.org.uk](mailto:system.enquiries@socialworkengland.org.uk) to your safe senders list and check that the emails do not go into your junk mail folder.

**Further information**

If any of the information that you provide during the application process, or at any point during your registration with Social Work England, is found to be false or misleading, we may take action to refuse, restrict or remove your registration in accordance with our legislation.

You should ensure that the information we hold about you is up to date. Failure to do so may lead to your suspension of removal from the register.

Your registration with us is dependent on your compliance with the professional standards and any other codes and standards relevant to social work. Failure to comply with any of these may be considered in any fitness to practise proceedings. If your application to us is successful, you will be required to renew your registration and declare that you meet the standards on an annual basis.