

SCHEDULE 5

Regulation 13

Information and documents to be supplied on an application for registration as the manager

PART 1

Information

1. The applicant's full name, date of birth, current address and telephone number.
2. Where applicable, any other addresses the applicant has lived at within five years of making the application.
3. Details of the applicant's professional or technical qualifications and experience so far as such qualifications and experience are relevant to providing a social work service.
4. Details of the applicant's professional training relevant to carrying on or managing a social work service.
5. Details of the applicant's employment history, including the name and address of their present employer and of any previous employers.
6. Details of any business the applicant carries on or manages or has carried on or managed.
7. The name and addresses of two referees—
 - (a) who are not relatives of the applicant;
 - (b) each of whom is able to provide a reference as to the applicant's competence to manage a social work service; and
 - (c) one of whom has employed the applicant for a period of at least 3 months, but the requirement for the name and address of a referee who has employed the applicant for a period of at least 3 months does not apply where it is impracticable to obtain a reference from a person who fulfils that requirement.

PART 2

Documents

8. The applicant's birth certificate.
9. Certificates or other suitable evidence relating to the applicant's professional or technical qualifications, so far as such qualifications are relevant to providing a social work service.
- 10.—(1) Subject to sub-paragraph (2), a report by a general medical practitioner as to whether the applicant is physically and mentally fit to manage a social work service.
(2) Where the applicant is unable to obtain the report referred to in sub-paragraph (1), a statement by the applicant as to the state of their physical and mental health.
- 11.—(1) Where that individual is or will be engaging in activity which is regulated activity within the meaning of Schedule 4 to the SVGA 2006, an enhanced certificate issued under section 113B of the PA 1997, including, as applicable, suitability information relating to children (as defined in section 113BA(2) of that Act) or suitability information relating to vulnerable adults (as defined in section 113BB(2) of that Act);

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(2) where that individual is or will be engaging in activity which is not regulated activity, relating to children within the meaning of Schedule 4 to the SVGA 2006 but is regulated activity relating to children within the meaning of that Schedule as it had effect immediately before the coming into force of section 64 of the POFA 2012, an enhanced certificate issued under section 113B of the PA 1997;

(3) where that individual is or will be engaging in activity which is not regulated activity relating to adults as defined in Part 2 of Schedule 4 to the SVGA 2006 but is or will be working with adults, as defined in regulation 5(B) of the Criminal Records Regulations 2002, an enhanced certificate issued under section 113B of the PA 1997.