



Ag Rialáil Gairmithe Sláinte
agus Cúraim Shóisialaigh

Regulating Health +
Social Care Professionals

Opinion of Competence Forms

for Employers completing an Opinion of Competence under Section 91(2)(d)(iv) of the Health and Social Care Professionals Act 2005 (as amended)



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Please Note

This booklet contains template copies of four forms which are to be completed by an employer – or former employer – who has been asked by an applicant to form an opinion of competence as part of a Section 91(2)(d)(iv) registration application.



Form One: Proof of Minimum Duration of Employment

Note to Employer or Practice Setting

You have been asked by the applicant to complete this form as proof of the applicant's engagement in the practice of the Social Care Work profession.

The applicant is applying to the Social Care Workers Registration Board for registration as a Social Care Worker. The Board is seeking to confirm, through your completion of this form, that the applicant was engaged in the practice of the social care profession during the period he or she was employed by you. As such, this form **can only be completed by the applicant's Line Manager, Supervisor or HR Manager.**

Please return this form directly to the applicant for inclusion as part of his or her Section 91(2)(d)(iv) Registration Application. Do not return this form to CORU.

[1] Employer Details	
Name	
Job Title	
Organisation	
Company Registration Number ¹	
Address	
Phone Number	
Email Address	

Please note that by providing your telephone number and email address, you agree that CORU may contact you, in relation to this applicant's S91 Registration Application, by telephone or email during the application process.

[2] Applicant Details	
Name	
Job Title	
Department	
Employment Start Date	
Employment End Date	
Total Period of Employment	

¹ For organisations/businesses registered in Ireland, the **Companies Registration Office** holds the statutory authority for registering companies and issuing a *Registration Office*. These can be found on through the Companies Online Registration Portal [here](#)

For organisations/businesses registered in the UK, **Companies House** registers company information and issues a Company Registration Number (CRN), comprising either 8 numbers or 2 letters followed by 6 numbers. CRNs can be found Online Register of Companies Portal [here](#)

For organisations/business within the European Union, the EU's **European e-Justice Portal** provides access to Business Registers across each Member State. This portal can be searched at a EU level [here](#) or can provide access to individual Member State's national Business Registers [here](#)



[2] Applicant Details

The applicant must have a minimum 6-month employment in the two years prior to making an application to register for an opinion of competence to be deemed valid.

*Outline and describe the applicant's **main duties and responsibilities** when under your employment.*

By signing this *Proof of Minimum Duration of Employment Form*, you confirm the information you have provided is accurate and that your personal data may be processed for the purposes specified above.

Please note that the Social Care Workers Registration Board may, as part of its decision-making process in respect of this S91(2) registration application, make further enquiries in respect of the applicant and you, to verify or clarify information about the applicant.

I hereby declare that, to the best of my knowledge, the information above is correct and I give my permission to the Social Care Workers Registration Board to verify any details with me.

Name:

Signature: *(Must be an ink signature)*

Organisation Stamp



Form Two: Knowledge, Skills and Experience Form

Applications for registration under Section 91(2)(d)(iv) of the Health and Social Care Professionals Act 2005 (as amended) require that an employer (or former employer) must provide a written opinion to the Social Care Workers Registration Board as to an applicant's competence practice of the profession of Social Care Work (i.e. that the applicant has demonstrated achievement of the Social Care Workers Registration Board's [Standards of Proficiency for Social Care Workers](#)).

In order to form an opinion of an applicant's proficiency in the practice of the profession, an assessment of the applicant's achievement of the Standards of Proficiency for Social Care Workers must be undertaken.

If an employer, is unable to form a proper view on the competence of the applicant, the employer may rely on other individuals such as manager's/team leaders as appropriate, who are in a position to assess the applicant standards of proficiency in the profession, prior to providing a written opinion of competence.

The person responsible for assessment of an applicant's achievement of the standards of proficiency must include details as to their knowledge, skills and experience to demonstrate he/she is competent to form an opinion as to the applicant's competence in the practice of the social care worker profession.

The 'Knowledge, Skills and Experience Form' must be completed by the employer, or person on which the employer is relying on to form an opinion as to the applicant's competence.

You have been asked to complete this form to demonstrate to the Social Care Workers Registration Board that you are competent to make a professional judgement regarding the proficiency of the applicant in the practice of social care work.

Please return this form directly to the applicant for inclusion as part of his or her Section 91(2)(d)(iv) Registration Application. Do not return this form to CORU.

[1] Personal Details	
Name	
Job Title	
Job Description	<i>Outline and describe your main duties and responsibilities as they relate to the practice of social care work</i>



CORU Registration Number <i>(if applicable)</i>	
Organisation Name	
Organisation Address	
Relationship to the Applicant	

[2] Qualifications/Experience	
Qualifications	
Experience and Knowledge of the practice of social care work	<i>Recognising the definition and practice of the profession in Ireland, provide details of your knowledge and experience of the social care work profession and your understanding of the Social Care Workers Registration Board's Standards of Proficiency for Social Care Workers</i>
Detail the process by which you assured yourself that the applicant has demonstrated	



the required standards of proficiency in the practice of the social care worker profession.	
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I hereby declare that:

- the information above is correct;
- I have no conflict of interest with the applicant;
- I am in a position to provide an objective assessment of the applicant's achievement of the *Standards of Proficiency for Social Care Workers*; and
- I give my permission to the Social Care Workers Registration Board to verify any details with me.

Name:

Signature:

(Must be an ink signature)

Organisation Stamp

Date:



Form Three: Assessment of the Standards of Proficiency Form

Standards of Proficiency

The Social Care Workers Registration Board [Standards of Proficiency for Social Care Workers](#) details the skills and abilities that individuals must possess in order to enter the register. They are the threshold standards deemed necessary by the registration board at the level of entry to practice.

You are being asked to give your opinion as to whether the applicant meets the Standards of Proficiency for Social Care Workers.

The Standards of Proficiency for Social Care Workers require that the applicant will:

Domain 1: Professional Autonomy and Accountability

1. Be able to practise safely and effectively within the legal, ethical and practice boundaries of the profession.
2. Be able to identify the limits of their practice and know when to seek advice and additional expertise or refer to another professional.
3. Be able to act in the best interest of service users at all times with due regard to their will and preference.
4. Be aware of current guidelines and legislation relating to candour and disclosure.
5. Respect and uphold the rights, dignity and autonomy of every service user including their role in the diagnostic, therapeutic and social care process.
6. Be able to exercise a professional duty of care.
7. Understand what is required of them by the Registration Board and be familiar with the provisions of the current Code of Professional Conduct and Ethics for the profession issued by the Registration Board.
8. Recognise the importance of practising in a non-discriminatory, culturally sensitive way and acknowledge and respect the differences in beliefs and cultural practices of individuals or groups.
9. Understand the role of policies and systems to protect the health, safety, welfare, equality and dignity of service users, staff and volunteers.
10. Understand and respect the confidentiality of service users and use information only for the purpose for which it was given.
11. Understand confidentiality in the context of the team setting.
12. Understand and be able to apply the limits of the concept of confidentiality particularly in relation to child protection, vulnerable adults and elder abuse.
13. Be aware of current data protection, freedom of information and other legislation relevant to the profession and be able to access new and emerging legislation.
14. Be able to recognise and manage potential conflict that can arise between confidentiality and whistle-blowing.
15. Be able to gain informed consent to carry out assessments or provide interventions and document evidence that consent has been obtained.
16. Be aware if current legislation and guidelines related to informed consent for individuals with lack of capacity.
17. Recognise personal responsibility and professional accountability for one's actions and be able to justify professional decisions made.
18. Be able to take responsibility for managing one's own workload as appropriate.
19. Understand the principles of professional decision-making and be able to make informed decisions within the context of competing demands including those relating to ethical conflicts and available resources.



- 20. Be aware of and be able to take responsibility for one's own health and wellbeing.
- 21. Be able to maintain professional boundaries with service users within a variety of social care settings and be able to identify and manage associated challenges.
- 22. Be able to evaluate the effect of their own characteristics, values, and practice on interactions with service users and be able to critically reflect on this to improve practice.
- 23. Be able to see the world as others see it; be able to practice in a non-judgmental manner and be able to understand another's feelings and be able to communicate that understanding.

Opinion of Employer

(Complete the relevant tick box)

In my opinion, the applicant has demonstrated **all** proficiencies under the domain, Professional Autonomy and Accountability in the practice of the profession of Social Care Worker

☐

In my opinion, the applicant is **not** demonstrated **all** Standards of Proficiency under the domain, Professional Autonomy and Accountability in the practice of the profession of Social Care Worker.

☐



The Standards of Proficiency for Social Care Workers require that the applicant will;

Domain 2: Communication, Collaborative Practice and Teamworking

1. Be able to communicate diagnosis/assessment and/or treatment/management options in a way that can be understood by the service user.
2. Be able to modify and adapt communication methods and styles, including verbal and non-verbal methods to suit the individual service users considering issues of language, culture, beliefs and health and/or social care needs.
3. Recognise service users as active participants in their own health and social care needs and be able to support service users in communicating their health and/or social care needs, choices and concerns.
4. Understand the need to empower service users to manage their well-being where possible and recognise the need to provide advice to the service user on self-treatment, where appropriate.
5. Be able to recognise when the services of a professional translator are required.
6. Be able to produce clear, concise, accurate and objective documentation.
7. Be able to apply digital literacy skills and communication technologies appropriate to the profession.
8. Be aware of and comply with local/national documentation standards including, for example, terminology, signature requirements.
9. Be able to express professional, informed and considered opinions to service users, health professionals and others e.g. carers, relatives in varied practice settings and contexts and within the boundaries of confidentiality.
10. Understand and be able to recognise the impact of effective leadership and management on practice.
11. Understand and be able to discuss the principles of effective conflict management.
12. Understand the need to work in partnership with service users, their relatives/carers (if appropriate) and other professionals in planning and evaluating goals and interventions, as part of care planning and be aware of the concepts of power and authority in relationships with service users.
13. Understand the need to build and sustain professional relationships as both an independent practitioner and collaboratively as a member of a team.
14. Understand the role and impact of effective interdisciplinary team working in meeting service user needs and be able to effectively contribute to decision-making within a team setting.
15. Understand the role of relationships with professional colleagues and other workers in service delivery and the need to create professional relationships based on mutual respect and trust.
16. Understand the principles and dynamics of group work in a range of settings and be aware of the role of different facilitation techniques to improve outcomes and enhance the participation of service users in care.
17. Be able to recognise all behaviour, including challenging behaviour, as a form of communication and demonstrate an understanding of the underlying causes in order to apply appropriate strategies.



Opinion of Employer

(Complete the relevant tick box)

In my opinion, the applicant has demonstrated **all** proficiencies under the domain, Communication, Collaborative Practice and Teamworking in the practice of the profession of Social Care Worker

☐

In my opinion, the applicant is **not** demonstrated **all** Standards of Proficiency under the domain, Communication, Collaborative Practice and Teamworking in the practice of the profession of Social Care Worker.

☐



The Standards of Proficiency for Social Care Workers require that the applicant will:

Domain 3: Safety and Quality

1. Be able to gather all appropriate background information relevant to the service user's health and social care needs.
2. Be able to justify the selection of and implement appropriate assessment techniques and be able to undertake and record a thorough, sensitive and detailed assessment.
3. Be able to determine the appropriate tests/assessments required and undertake/arrange these tests.
4. Be able to analyse and critically evaluate the information collected in the assessment process.
5. Be able to demonstrate sound logical reasoning and problem solving skills to determine appropriate problem lists, action plans and goals.
6. Be able to demonstrate an evidence-informed approach to professional decision-making, adapting practice to the needs of the service user and draw on appropriate knowledge and skills in order to make professional judgements.
7. Be able to prioritise and maintain the safety of both service users and those involved in their care.
8. Be able to evaluate intervention plans using appropriate tools and recognised performance/outcome measures along with service user responses to the interventions. Revise the plans as necessary and where appropriate, in conjunction with the service user.
9. Understand the need to monitor, evaluate and/or audit the quality of practice and be able to critically evaluate one's own practice against evidence-based standards and implement improvements based on the findings of these audits and reviews.
10. Be able to recognise important risk factors and implement risk management strategies; be able to make reasoned decision and/or provide guidance to others to initiate, continue, modify or cease interventions, techniques or courses of action and record decisions and concerns.
11. Understand the principles of quality assurance and quality improvement.
12. Be able to carry out and document a risk analysis and implement effective risk management controls and strategies; be able to clearly communicate any identified risk, adverse events or near misses in line with current legislation/guidelines.
13. Be able to comply with relevant and current health and safety legislation and guidelines and be able to access recommendations and findings of inquiries, investigations and associated reports relevant to social care.
14. Be able to establish safe environments for practice which minimises risks to service users, those threatening them and others, including the use of infection prevention and control strategies.
15. Be able to identify and document the unmet needs of individual service users and demonstrate an ability to select appropriate escalation route working with colleagues and the service user to resolve the gap in care.



Opinion of Employer

(Complete the relevant tick box)

In my opinion, the applicant has demonstrated **all** proficiencies under the domain, Safety and Quality in the practice of the profession of Social Care Worker

☐

In my opinion, the applicant is **not** demonstrated **all** Standards of Proficiency under the domain, Safety and Quality in the practice of the profession of Social Care Worker.

☐



The Standards of Proficiency for Social Care Workers require that the applicant will:

Domain 4: Professional Development

1. Be able to engage in and take responsibility for professional development.
2. Understand the need to demonstrate evidence of ongoing continuing professional development and education, be aware of professional regulation requirements and understand the benefits of continuing professional development to professional practice.
3. Be able to evaluate and reflect critically on own professional practice to identify learning and development needs; be able to select appropriate learning activities to achieve professional development goals and be able to integrate new knowledge and skills into professional practice.
4. Understand and recognise the impact of personal values and life experience on professional practice and be able to manage this impact appropriately.
5. Understand the importance of and be able to seek professional development, supervision, feedback and peer review opportunities in order to continuously improve practice.
6. Understand the importance of participation in performance management activities for effective service delivery.

Opinion of Employer

(Complete the relevant tick box)

In my opinion, the applicant has demonstrated **all** proficiencies under the domain, Professional Development in the practice of the profession of Social Care Worker

☐

In my opinion, the applicant is **not** demonstrated **all** Standards of Proficiency under the domain, Professional Development in the practice of the profession of Social Care Worker.

☐



The Standards of Proficiency for Social Care Workers require that the applicant will:

Domain 5: Professional Knowledge and Skills

1. Know, understand and apply key concepts of the domains of knowledge which are relevant to the profession.
2. Understand and be able to apply principles of social justice in one's work including being able to challenge negative discrimination and unjust policies and practices; demonstrate an understanding of cultural competence; and work towards social inclusion.
3. Understand and apply a human rights approach (HRBA) to one's work including the promotion of the service user's participation in their own care; ensure clear accountability; apply principles of non-discrimination; support other staff members to empower service users to realise their rights; be aware of the legality of actions within a service including the need to comply with any relevant legislative requirements including adhering to human rights obligations.
4. Demonstrate a critical understanding of relevant biological sciences, human development, social and behavioural sciences and other related sciences, together with a knowledge of health and wellbeing, disease, disorder and dysfunction relevant to the role of social care worker.
5. Know and understand the principles and applications of scientific enquiry, including the evaluation of intervention efficacy, the research process and evidence-informed professional practice.
6. Demonstrate skills in evidence-informed practice, including an understanding of competing theories, concepts and frameworks underpinning social care work and demonstrate an ability to apply the appropriate method in professional practice.
7. Demonstrate an understanding of the theories of individual and social development across the lifespan and contexts and within different cultures including the knowledge required to work with individuals, children, vulnerable adults, families and marginalised groups.
8. Understand the role and purpose of building and maintaining relationships as a tool in the delivery of social care across the lifespan in a variety of contexts.
9. Have a critical understanding of the dynamics of relationships between social care workers and service users and the concepts of transference and counter-transference.
10. Be able to identify, interpret, record and respond appropriately to patterns of behaviours displayed by service users in a variety of settings.
11. Be able to analyse activity and adapt environments to enhance participation and engagement in meaningful life experiences and positively influence the health, well-being and function of individuals, families, groups and communities in their everyday activities, roles and lives.
12. Demonstrate safe and effective implementation of a range of practical, technical and professional practice skills relating to the specific needs of the service user in a range of social care settings.
13. Be able to integrate self-awareness, communication, working in partnership and professional judgement into professional practice to meet the need of the service user and empower them to meet their full potential.
14. Be able to identify and understand the impact of social care history, organisational, community and societal structures, systems and culture on social care provision.



15. Recognise the role of advocacy in promoting the needs and interests of service users, and understand the influence of system-level change to improve outcomes, access to care, and delivery of services, particularly for marginalised groups.
16. Understand the role of and be able to demonstrate skills in the use of creative and recreational interventions in social care work to meet the needs of the service user in a variety of contexts.
17. Demonstrate ability to participate in or lead clinical, academic, or practice-based research.
18. Know the basic principles of effective teaching and learning, mentoring and supervision.
19. Demonstrate an understanding of the importance of one's own personal growth and development in order to engage in effective professional practice whilst developing the personal skills of self-care and self-awareness in the role.

Opinion of Employer

(Complete the relevant tick box)

In my opinion, the applicant has demonstrated **all** proficiencies under the domain, Professional Knowledge and Skills in the practice of the profession of Social Care Worker

☐

In my opinion, the applicant is **not** demonstrated **all** Standards of Proficiency under the domain, Professional Knowledge and Skills in the practice of the profession of Social Care Worker.

☐



Having read and taken account of the CORU Assessment Guidelines for Employers of employees making a Section 91(2)(d)(iv) registration application to the Social Care Workers Register, along with having regard to the Social Care Workers Registration Board's Standards of Proficiency for Social Care Workers, in accordance with Section 91(2)(d)(iv) of the Health and Social Care Professionals Act 2005 (as amended) in my opinion:

the applicant **is competent** in the practice of the profession of Social Care Worker ☐

the applicant **is not competent** in the practice of the profession of Social Care Worker ☐

I understand the Social Care Workers Registration Board has the right to verify or to ask me to verify any information contained in this form or to ask me to supply additional information in relation to the content thereof.

Name:

Signature:

(Must be an ink signature)

Date:

Organisation Stamp

NOTE: s. 80 of the Health and Social Care Professional Act 2005 provides:
(3) A person is guilty of an offence if he or she With intent to deceive makes with regard to another person any representation that he or she knows to be false and if made by the other person would be an offence by the other person, ...
(4) makes or causes to be made any false declaration or misrepresentation for the purpose of obtaining registration under this act.



Form Four: Employer Statutory Declaration on an Applicant's Competence to Practise the Profession of Social Care Work

I, _____ of _____ in the county of _____,
aged 18 years and upwards SOLEMNLY AND SINCERELY DECLARE as follows:

- 1 I have read and taken into account CORU's Council Assessment Guidelines for Employer in forming an opinion of competence under Section 91(2)(d)(iv) of the Health and Social Care Professionals Act 2005 as amended.
- 2 I have had particular regard to the Standards of Proficiency for Social Care Workers set by the Social Care Workers Registration Board.
- 3 In accordance with Section 91(2)(d)(iv) of the Health and Social Care Professionals Act 2005 as amended, having **adhered** to the Assessment Guidelines for Employers and taken account of the Standards of Proficiency, in my opinion the applicant is competent in the practice of the profession of Social Care Worker.
- 4 I understand that the Registration Board has the right to verify or to ask me to verify any information contained in this form or to ask me to supply additional information in relation to the content thereof.
- 5 I understand the effect and import of this declaration which has been fully explained to me by my solicitor.
- 6 I make this solemn declaration conscientiously believing it to be true for the satisfaction of the Social Care Workers Registration Board and pursuant to the provisions of the Statutory Declarations Act, 1938 as amended.

Declared before me: *[insert name IN CAPITALS of commissioner/practising solicitor/peace commissioner]*

[who is personally known to me]
[or: who is identified to me by
[or: see ** below]

who is personally known to me]

at _____ in the city/county of _____ this _____ of _____ 20 _____.

Signature of person before whom the declaration is made:

(Must be an ink signature)

Official Seal/Stamp

If you do not possess an official seal or stamp, you must then provide full name and address in block capitals

***If being declared before another person empowered to take or receive statutory declarations, please refer to the Statutory Declarations Act 1938 (as amended) and amend jurat as appropriate**



****If using a form of identification per the Civil Law (Miscellaneous Provisions) Act 2008 (i.e. passport/national identity card/aliens passport/refugee travel document/travel document other than a refugee travel document) please refer to the Act and insert an appropriate jurat clause**