



# **Guidance for Employers**

## **Employing qualified Youth Workers and Youth Support Workers**

**April 2017**

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## 1.0 Introduction

The Education Wales Act 2014 and the Education Workforce Council (Main Functions) (Wales) Regulations 2015 as amended, set out the requirement for practitioners to be registered in the category or categories of registration for the work they undertake.

A qualified youth worker or qualified youth support worker in Wales must be registered with the Education Workforce Council (EWC) if they provide the services set out below **for, or on behalf of, a relevant body**.

**The legal responsibility for ensuring that only registered practitioners are employed in such posts lies not only with the practitioner themselves but also with the employer.**

This document provides information to assist employers with complying with this legal requirement.

## 2.0 Who needs to register with the Education Workforce Council (EWC) and how do they register?

### 2.1 Who needs to be registered?

Regulations stipulate that a youth worker or youth support worker who holds one of the recognised qualifications in Annex A is registered with the Council **before** they commence work.

In legislation:

**A relevant body means:**

- (a) a local authority in Wales;*
- (b) a governing body of a school;*
- (c) a further education institution in Wales;*
- (d) a voluntary body, to the extent that the youth development services provided for or on behalf of the voluntary body are provided to people in Wales;*

**A youth worker is:**

*A person who provides (or wishes to provide) youth development services (as defined below) and who possesses at least one of the qualifications specified as youth worker qualifications shown in Annex A*

**A youth support worker is:**

*A person who provides (or wishes to provide) youth development services (as defined below) and who possesses at least one of the qualifications specified as youth worker qualifications shown in Annex B*

**Youth development services are defined as services:**

- (a) provided mainly to persons who are aged no younger than 11 and no older than 25, and;*
- (b) which promote—*
  - (i) the development of the skills or knowledge of such persons, or*

*(ii) the intellectual, emotional or social development of such persons.*

A youth worker or youth support worker who does not hold one of the defined qualifications is ineligible for registration.

## **2.2 Applying to register with EWC**

### **How to register**

Registration is subject to compliance with the Education Workforce Council Registration Rules and the registration application pack is available to download from the Council's website ([www.ewc.wales](http://www.ewc.wales)).

Included within the application pack is a guidance document which sets out clearly the eligibility criteria for registration in each category or categories of registration required.

If an applicant for registration makes a declaration on their application form, his or her suitability for registration will be formally considered under the Council's Fitness to Practise responsibility. Where the Council is not satisfied as to the applicant's suitability for registration and they cannot be registered, the Council will notify him / her accordingly.

## **3.0 Implications of EWC youth worker and youth support worker registration for employers**

### **3.1 What does an employer need to do?**

In complying with the legal requirement for ensuring practitioners are registered in the category or categories of registration for the work they undertake, employers should:

- make **pre-employment checks** to ensure that a practitioner is registered **prior** to commencing work. This can be done via online employer access to the Register. Where a practitioner's registration status cannot be verified from the employer access, the Registration Team should be contacted directly;
- **check annually** that all practitioners in their employment continue to be registered, as continued registration is dependent upon the payment of an annual registration fee.

Where employers consistently breach their statutory duty by employing unregistered practitioners, the Council is obliged to inform the Welsh Government.

### **3.2 What action should be undertaken by youth worker providers if a youth worker or youth support worker is not registered with the Council?**

It is possible, that an employer will find, following contact with the EWC, that an employee or prospective employee is not registered. This may be for two reasons:

- **Youth workers or youth support workers who are eligible for registration but are not currently registered** – they cannot commence work until they are registered. In such cases, at the request of the employer / prospective employer, a registration pack will be sent to the applicant.

If an employer employs an unregistered qualified youth worker or qualified youth support worker to undertake the services defined section 2.0 they are in breach of the law.

- **A qualified youth worker or qualified youth support worker who cannot be registered due to restrictions.** Any qualified practitioner who is not eligible for registration ***should not be employed***. If the applicant believes that he / she is eligible and disagrees with the record held by the Council we will investigate the matter. Once the case has been investigated, the employer and individual will be notified accordingly.

If an employer knowingly continues to employ a qualified practitioner who is unregistered in a post which requires registration, the Welsh Government has powers to issue a direction to the employer to comply with its statutory duty.

### **3.3 The responsibility to refer practitioners to the EWC**

In line with the Education Workforce Council (Main Functions) (Wales) Regulations 2015, as amended, all employers of registered persons in Wales are responsible for referring cases of alleged **unacceptable professional conduct, serious professional incompetence and / or conviction of a relevant offence** to the Council.

An employer must refer any practitioner to the Council where it has ceased to use the services of a practitioner or might have ceased to use their services had he or she not ceased to provide them.  
**The following do not override an employer's statutory duty to make a referral:**

- **Settlement or mutual agreements** where there was any possibility that the person may have been dismissed had the agreement not been entered into.
- **Dismissal for 'Some Other Substantial Reason' (SOSR)** where the termination of employment was as a result of a disciplinary issue (conduct and/or competence).

All employers are reminded that making a referral in the circumstances set out above is a statutory requirement and relates to allegations of unacceptable professional conduct, serious professional incompetence and / or conviction of a relevant offence.

If the Council becomes aware that an employer has not or is not referring cases to it in line with the statutory requirements it may refer that employer to the Welsh Government who can issue the employer with a Directive to comply.

If you have any queries at all about the referral of practitioners to the Council please contact the Fitness to Practise Team (e-mail [fitnessstopractise@ewc.wales](mailto:fitnessstopractise@ewc.wales))

### **4.0 Access to information on the Register by employers**

Under the Education Workforce Council Regulations 2015, as amended, the Council is required to supply a subset of information on particular practitioners if requested by an employer or prospective employer. This applies to registered or unregistered persons for whom records are held on the database.

The Council's Register only holds information on qualified youth workers and qualified youth support workers in Wales.

#### **4.1 What information from the Register of Education Practitioners may be supplied to employers?**

The information which can be provided to youth worker and youth support worker providers is set out in part eight of the EWC Functions Regulations.

If an employer /prospective employer want to check whether a practitioner is registered confirmation of the registration status should be obtained using the employer access to the Register via the secure link from our website. If an employer has difficulty in identifying a practitioner they should contact the Registration Team directly ([registration@ewc.wales](mailto:registration@ewc.wales)).

The legislation is specific as to the purposes for which employers may request information. The EWC provides responses to employers on the understanding that the information is being released for the specific purpose, and subject to the rules about disclosure set out below:

- the information supplied should not be disclosed to any person other than the practitioner to whom the information relates;
- the supply of information is subject to the condition that it is used for the purposes of ascertaining the suitability of the person for employment or continued employment.

If any of these areas appear to be potentially a concern, the Deputy Chief Executive will be notified before any information is released.

Only members of the Qualifications and Registration Team at the Education Workforce Council will give information about practitioners records in response to requests and appropriate checks on identity will be made before any information is released.

#### **4.2 Web Access for employers**

The Council provides the facility for electronic access to the Register for employers in order that they can carry out their own registration checks. For further information or guidance on using the access contact the Qualifications and Registration Team.

#### **5.0 How will practitioner records be kept up to date?**

The information held in a practitioner's record may change from time to time and registration is subject to compliance with the Education Workforce Council Registration Rules. As such there is a requirement for **practitioners** to notify the Council, within a month, of a change to any of their particulars recorded on the Register.

However, the Council is also keen to receive such details from employers on an ongoing basis, preferably by using the online employer access facility provided to them.

#### **6.0 How to contact the Council**

Any queries should be directed to the following:

Contact : The Qualifications and Registration Team  
Address : 9<sup>th</sup> Floor, Eastgate House, 35-43 Newport Road, Cardiff, CF24 0AB  
Telephone : 029 2046 0099  
E-mail : [registration@ewc.wales](mailto:registration@ewc.wales)

## Youth Worker Qualifications

Table 1: Qualifications awarded by awarding bodies in Wales

<i>Qualifications in relation to Wales</i>	<i>Awarding body</i>
Undergraduate degree in community education	Cardiff Metropolitan University The University of Wales Institute, Cardiff
Undergraduate degree in youth and community work	Cardiff Metropolitan University Glyndŵr University North East Wales Institute of Higher Education The University of Wales Institute, Cardiff Trinity College Carmarthen University of South Wales University of Wales: Trinity Saint David University of Wales Newport Higher Education Corporation
Undergraduate degree in youth and community work (youth justice)	University of South Wales University of Wales Newport Higher Education Corporation
Undergraduate degree in youth and community work (sport)	University of South Wales University of Wales Newport Higher Education Corporation
Higher education diploma in community education	Cardiff Metropolitan University
Higher education diploma in youth and community work	Glyndŵr University
Postgraduate degree in the community professions	Cardiff Metropolitan University The University of Wales Institute, Cardiff
Postgraduate degree in youth and community studies	Glyndŵr University North East Wales Institute of Higher Education
Postgraduate degree in youth and community education	Glyndŵr University North East Wales Institute of Higher Education
Postgraduate degree in youth and community work	Trinity College Carmarthen University of Wales: Trinity Saint David
Postgraduate diploma in community professions (youth and community work)	Cardiff Metropolitan University The University of Wales Institute, Cardiff
Postgraduate diploma in youth and community education	Glyndŵr University North East Wales Institute of Higher Education
Postgraduate diploma in youth and community work	Cardiff Metropolitan University Glyndŵr University North East Wales Institute of Higher Education Trinity College Carmarthen University of South Wales University of Wales: Trinity Saint David The University of Wales Institute, Cardiff University of Wales Newport Higher Education Corporation

Table 2: qualifications awarded by awarding bodies in England

<i>Qualifications in relation England</i>	<i>Awarding body</i>
Undergraduate degree in community and youth studies	Bulmershe College of Higher Education University of Reading
Undergraduate degree in community and youth work studies	University of Durham
Undergraduate degree in youth and community development	De Montfort University Leicester Polytechnic
Undergraduate degree in youth studies	University of Cumbria St Martin's College
Undergraduate degree in applied community and youth work studies	University of Derby University of Manchester
Undergraduate degree in applied social science, community development and youth work	Goldsmiths College, University of London
Undergraduate degree in applied theology (youth and community work)	Moorlands College
Undergraduate degree in Christian youth work	University of Chester
Undergraduate degree in community development and youth work	Ruskin College, Oxford
Undergraduate degree in community youth work	Sunderland University
Undergraduate degree in integrated youth work and support	Middlesex University
Undergraduate degree in theology, youth work and ministry	Nazarene Theological College
Undergraduate degree in working with young people and communities (youth work)	University of Derby
Undergraduate degree in youth and community development	De Montfort University Leicester Polytechnic
Undergraduate degree in youth and community studies	University of Cumbria University of Sunderland
Undergraduate degree in youth and community services	University of Worcester
Undergraduate degree in youth and community work studies	Sunderland University
Undergraduate degree in youth and community work	Anglia Polytechnic University Anglia Ruskin University Bradford College Brunel University Institute for Children and Youth Mission Leeds Metropolitan University Manchester Metropolitan University Ruskin College, Oxford Sheffield Hallam University St Helens College St Martin's College Thames Polytechnic University College Plymouth, St Mark & St John University of Bedfordshire University of Bolton University of Chichester

	University of Cumbria University of East London University of Greenwich University of Huddersfield University of St Mark & St John University of Worcester York St John University
Undergraduate degree in youth and community work with Christian, Muslim and secular pathways	Newman University
Undergraduate degree in school, youth and community work and practical theology	Institute for Children, Youth and Mission
Undergraduate degree in youth work and community development	De Montfort University Leeds Beckett University Leeds Metropolitan University University of Cumbria University of Hull
Undergraduate degree in youth work	Brunel University Coventry University London Metropolitan University Middlesex University University of Brighton University of Chester University of Cumbria University of Gloucestershire
Undergraduate degree in youth work and ministry	Oasis College Oasis Trust
Undergraduate degree in youth work and community services	University of Teesside
Graduate diploma in youth and community development	University of Cumbria St Martin's College
Graduate diploma in youth and community development work	University of Cumbria St Martin's College
Graduate diploma in youth work and ministry	Oasis College Oasis Trust
Graduate diploma in youth work	Sheffield Hallam University
Higher education diploma in youth work and community	Bristol Polytechnic John Moores University University of the West of England
Postgraduate degree in applied anthropology and community and youth work	Goldsmiths College, University of London
Postgraduate degree in professional studies (youth and community work)	University of Huddersfield
Postgraduate degree in youth and community work	College of St John & St Mark Edgehill University Liverpool Hope University University College Plymouth, St Mark & St John Newman University University of Durham University of Hull

	University of Northampton University of St Mark & St John
Postgraduate degree in youth work	University of Gloucestershire
Postgraduate degree in youth work	University of Teesside
Postgraduate degree in youth work and community development	University of Teesside
Postgraduate degree in youth and community work development	De Montfort University
Postgraduate certificate in youth and community work	Brunel University
Postgraduate diploma in youth and community work development	De Montfort University Manchester Metropolitan University Leicester Polytechnic
Postgraduate diploma in youth and community development	Bradford College Brunel University College of St John & St Mark Plymouth Leeds Beckett University Leeds Metropolitan University Manchester Metropolitan University University College Birmingham University College Plymouth, St Mark & St John University of Cumbria University of East London University of St Mark & St John
Postgraduate diploma in youth and community work	Bradford College Brunel University Leeds Beckett University Leeds Metropolitan University Newman University Manchester Metropolitan University St Martin's College University College Birmingham University of Cumbria University of East London University of St Mark & St John
Postgraduate diploma in youth work	University of Gloucestershire University of Teesside
Postgraduate diploma in applied anthropology and community and youth work	Goldsmiths College, University of London Turning Point College
Postgraduate diploma in professional studies (youth and community work)	University of Huddersfield
Undergraduate diploma in community and youth work studies	University of Manchester
Postgraduate diploma in applied theology (youth and community work)	Moorlands College
Postgraduate diploma in youth work	University of Teesside
Postgraduate diploma in youth work and community development	University of Teesside
Postgraduate diploma in youth and community work	College of St John & St Mark Plymouth University College Plymouth, St Mark & St John

	University of St Mark & St John
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**Table 3: qualifications awarded by awarding bodies in Scotland**

<i>Qualifications in relation to Scotland</i>	<i>Awarding body</i>
Undergraduate degree in community education	Jordanhill College of Education Northern College of Education Moray House Institute of Education University of Aberdeen University of Edinburgh West of Scotland University University of Strathclyde
Undergraduate degree in youth work	Edinburgh Napier University
Undergraduate degree in youth work with applied theology	International Christian College
Undergraduate degree in community development and learning	University of Dundee
Undergraduate degree in community development	University of Glasgow
Undergraduate degree in community learning and development	University of Glasgow
Undergraduate degree in community learning and participation	West of Scotland University
Undergraduate degree in community learning and development	Northern College of Education University of Aberdeen University of Dundee
Undergraduate degree in community learning and participation	West of Scotland University
Diploma in adult and continuing education	University of Glasgow
Diploma in community education	Moray House Institute of Education University of Edinburgh
Postgraduate degree in adult and continuing education	University of Glasgow
Postgraduate degree in community education	Moray House Institute of Education University of Edinburgh
Postgraduate certificate in community education	Jordanhill College of Education Moray House Institute of Education Northern College of Education University of Aberdeen University of Edinburgh University of Strathclyde West of Scotland University
Postgraduate certificate in youth work	Jordanhill College of Education Moray House Institute of Education University of Edinburgh University of Strathclyde
Postgraduate diploma in community learning and development with applied theology	International Christian College
Postgraduate diploma in community education	Northern College of Education Moray House Institute of Education

	University of Aberdeen University of Edinburgh
Postgraduate diploma in community learning and development	Northern College of Education University of Aberdeen University of Dundee University of Glasgow
Postgraduate diploma in youth and community work development	De Montfort University

**Table 4: qualifications awarded by awarding bodies in Northern Ireland**

<i>Qualifications in relation Northern Ireland</i>	<i>Awarding body</i>
Undergraduate degree in community youth work	University of Ulster
Postgraduate diploma in community youth work	University of Ulster

**Table 5: Other awarding bodies awarding qualifications in the United Kingdom**

<i>Qualifications</i>	<i>Awarding body</i>
Undergraduate degree in informal education	YMCA George Williams College
Undergraduate degree in informal education (youth work and community learning and development)	YMCA George Williams College
Undergraduate degree in working with young people/youth work	Open University
Undergraduate degree in youth and community work and practical theology	Centre for Youth Ministry Institute for Children Youth and Mission
Undergraduate degree in youth work	Open University
Postgraduate degree in youth work and community learning and development	YMCA George Williams College
Postgraduate diploma in youth work and community learning and development	YMCA George Williams College

## Youth support worker qualifications

### Wales

A qualification set out below is a youth support worker qualification for the purposes of registration with the EWC in the youth support worker category if it was awarded by a body recognised by Qualifications Wales in respect of the award of that qualification.

The qualifications are—

- (a) Level 2 award in youth work practice;
- (b) Level 2 certificate in youth work practice;
- (c) Level 3 certificate in youth work practice;
- (d) Level 3 diploma in youth work practice.

### England

A qualification set out below is a youth support worker qualification for the purposes of registration with the EWC in the youth support worker category if it was awarded by a body recognised by the Office of Qualifications and Examinations Regulation (Ofqual).

The qualifications are—

- (a) Level 2 certificate in working with young people;
- (b) Level 2 award in youth work practice;
- (c) Level 2 certificate in working with young people;
- (d) Level 2 certificate in youth work practice;
- (e) Level 3 award in working with vulnerable young people;
- (f) Level 3 award in youth work practice;
- (g) Level 3 certificate in working with vulnerable young people;
- (h) Level 3 diploma in youth work practice;
- (i) Level 4 award in working with vulnerable young people.

### Scotland

A qualification set out below is a youth support worker qualification for the purposes of registration with the EWC in the youth support worker category if it was awarded by a body approved by the Scottish Qualifications Authority (SQA).

The qualifications are—

- (a) Youth work SVQ 2;
- (b) Youth work SVQ 3;
- (c) SVQ youth justice 3;
- (d) Youth work SVQ 2.

### Northern Ireland

A qualification set out below is a youth support worker qualification for the purposes of registration with the EWC in the youth support worker category if it was awarded by the Northern Ireland Council for the Curriculum, Examinations and Assessment (CCEA) or any body recognised by the CCEA.

The qualifications are—

- (a) Level 2 award in community relations, equality and diversity in youth work practice;
- (b) Level 2 award in understanding the role of the youth council;
- (c) Level 2 certificate in community relations, equality and diversity in youth work practice;
- (d) Level 2 certificate in youth work practice;
- (e) Level 2 diploma in youth work practice;
- (f) Level 3 award in youth work practice;
- (g) Level 3 certificate in outreach and detached youth work;
- (h) Level 3 certificate in peer support worker – theory and practice.