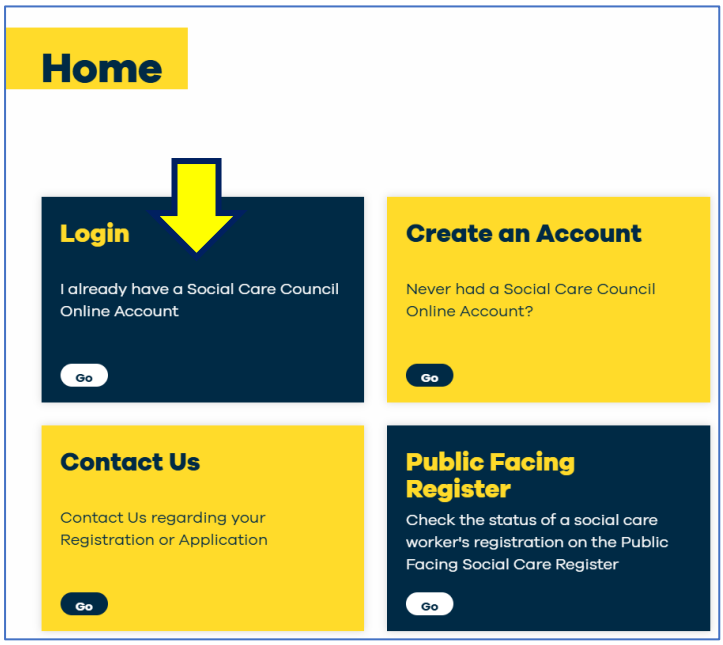
Adding Your AYE Start Date and Updating your Employment Details

Below is a guide to support newly qualified social workers to add your AYE Start Date to your Social Care Council registration account.

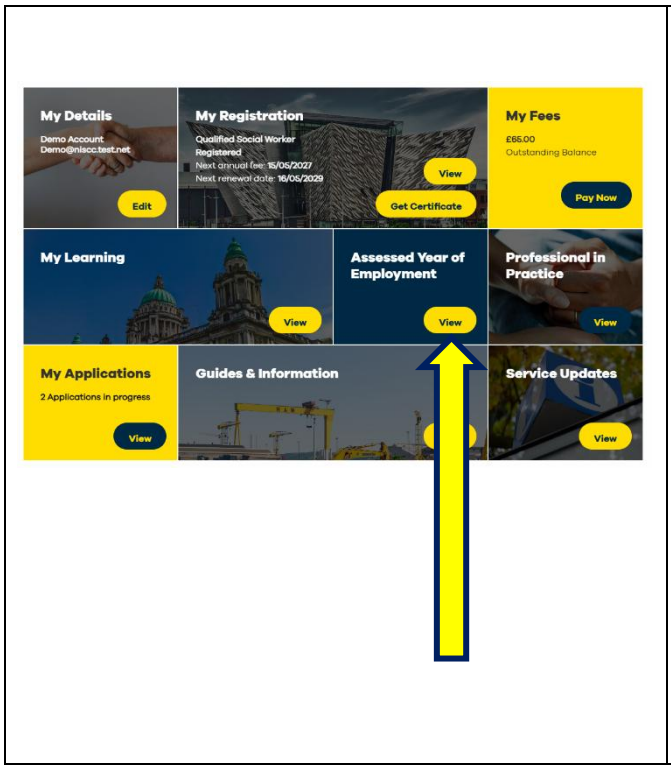
October 2026

Step 1 - Login to online Portal account -> https://portal.niscc.org/



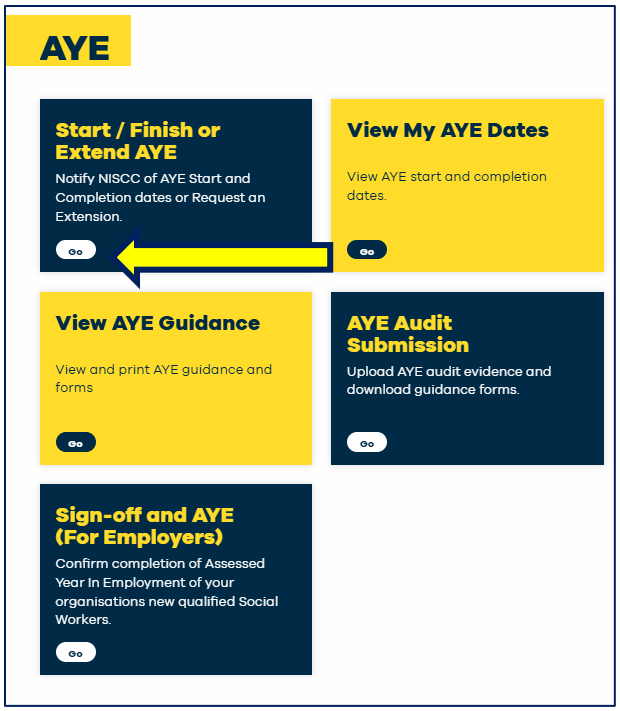
Step 2 – Click on the 'View' button on the 'Assessed Year of Employment' or "**AYE**" tile.

Note: Both tiles on either Dashboard navigate to the same page.





<u>Step 3</u> – You are now in the AYE section of the registration portal. To add an AYE start date or update your employment details 'Click' on the tile named '**Start / Finish or Extend AYE**'.

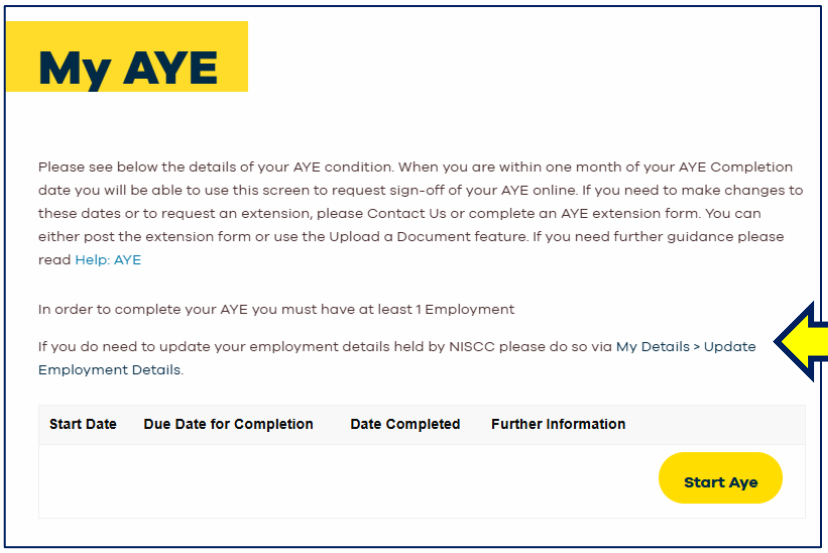


<u>Step 4</u> - You will now see the '**My AYE**' page

You now have two options:

1. From this page you can review your **current employment details** and update if missing or incorrect and/or add your start date.

- We advise you check or update your employment details before adding your 'AYE Start' date.
- To do so Click on "**My Details > Update Employment Details**" as seen on the screen below – this takes you to **<u>Step 5</u>**

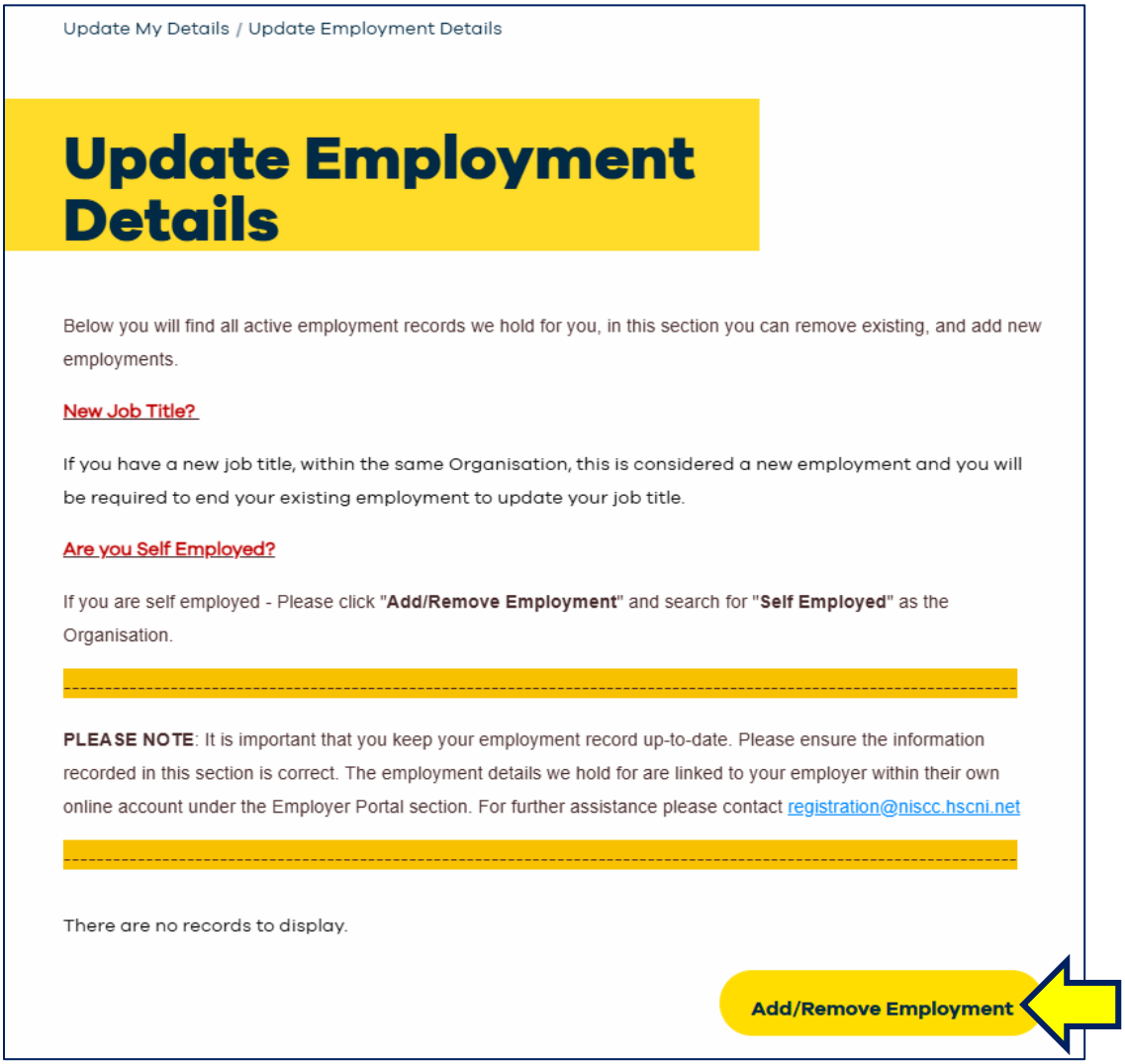


Click on My Details – Update Employment Details

Note: If you have already checked your employment and/or updated it, then you can progress to **Step 8 on page 7 by clicking on the "Start AYE" yellow button.**

Step 5 – When you click on the "**My Details > Update Employment Details**" this brings you to a new page called "**Update Employment Details**" (see below) and from here you can review your existing employment details and/or add any new employments.

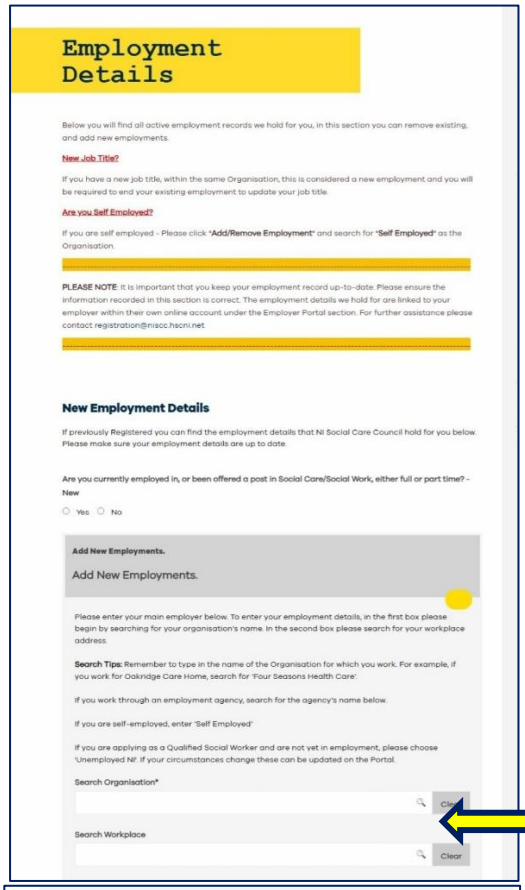
- If you don't have an AYE employment yet the screen will look like the one below.
- Read the instructions on the page initially, then click on the '**Add/Remove Employment**' yellow button at the button of the screen – this brings you to the next page where you update your employment details – see Step 6.

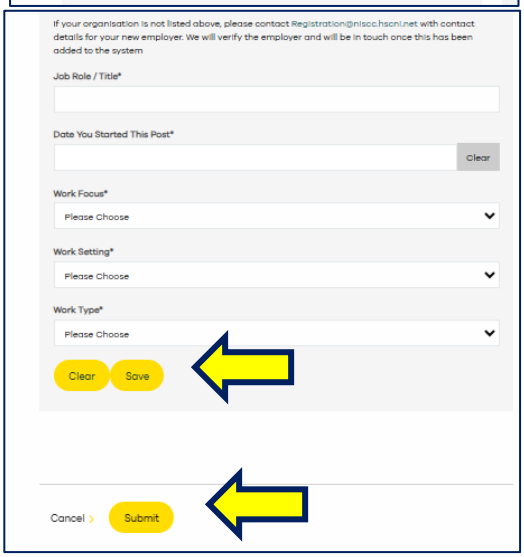


Step 6 – You will now see the "**New Employment Details**" screen which has a new employment details online form that you must complete.

Take a moment to read the text on the screen and then complete each question on the form.

- This includes your job title, date you started in the post, work focus, work setting and work type.
- You can also search for your employing organisation (for example you may work for a health and social care trust or a large independent health care provider) and work place.
- Work place is the setting in which you work. Click on the magnifying glass icon provided to search from a drop-down list.



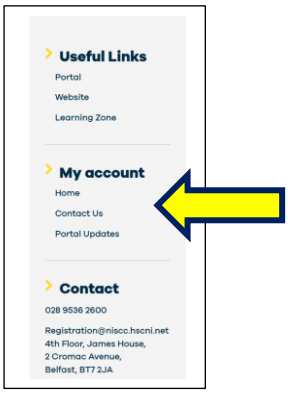


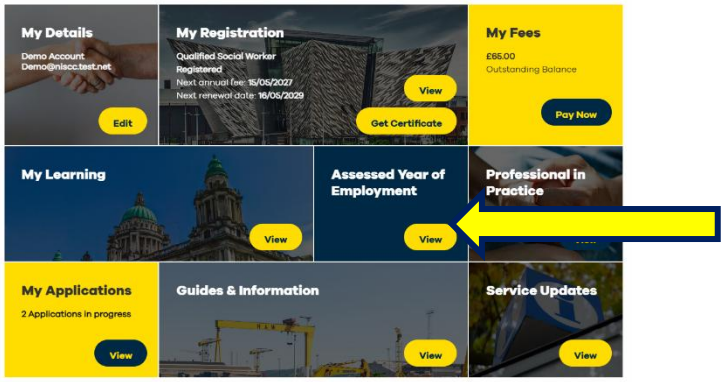
When you have completed the employment details form, click the yellow "**Save**" button and then click the "**Submit"** button at the bottom of the screen and a thank you for submitting your new employment details will pop up on the screen.

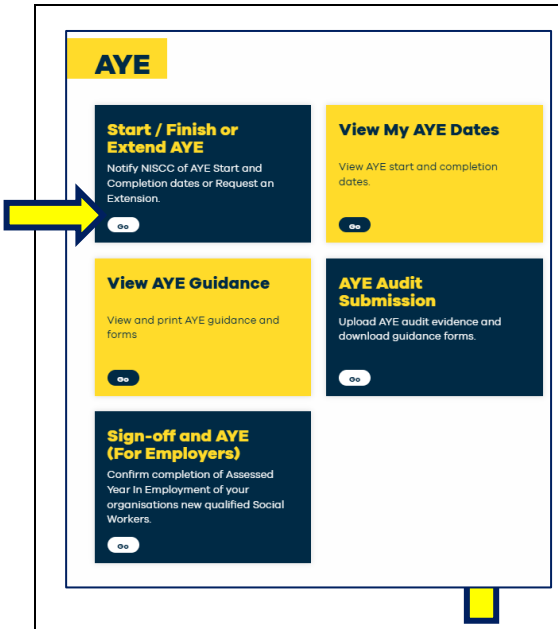
<u>Step 7</u> – Return to main landing page to Add AYE Start date

You now need to return to the home page to go back to the AYE section to add your start date.

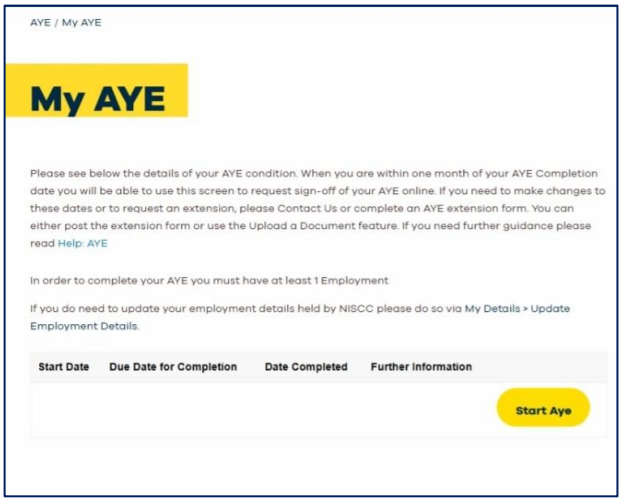
Click on the Home button under "**Useful Links**" on the right-hand side of the screen or the Social Care Council Logo to return to the main landing page and navigate back to the "**MY AYE**" page – see below.







Then click on "**Start AYE**" yellow button on the "**My AYE**" page.



Step 8 – Start your AYE from Initiate AYE page

You should be now on the "**Initiate AYE**" page where you add your start date into the box provided – see below.

There is also a "**Further Information"** box provided to add fee text relevant to your AYE role. This can include information about your employment structure e.g. if you are working part-time.

Then click the yellow "**Save**" button to update your details and start date.

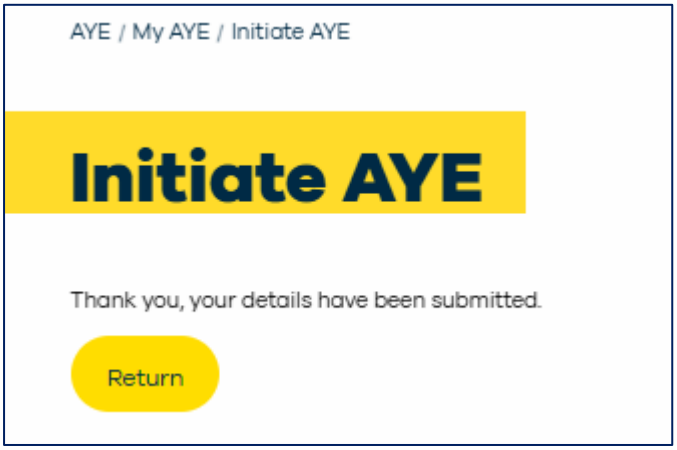


Remember: It is your responsibility to ensure your details about your employment is up-to-date including if you have more than one employer during your AYE year.

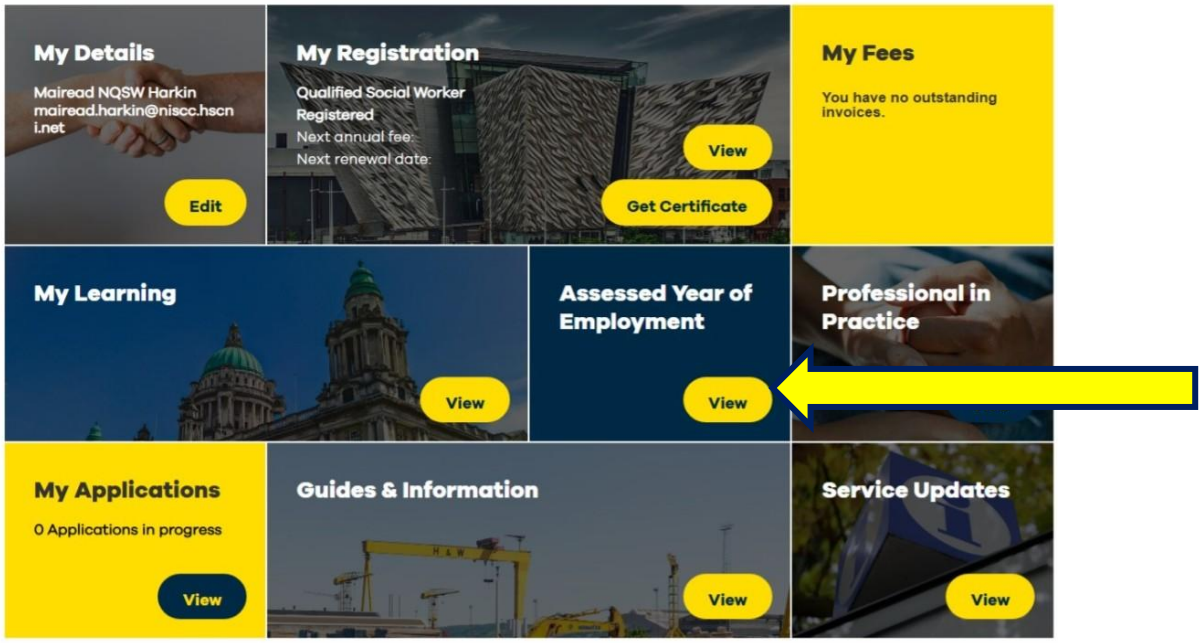
NB: You do not need to amend the Start AYE date when adding additional employers.

Confirmation and Next Steps

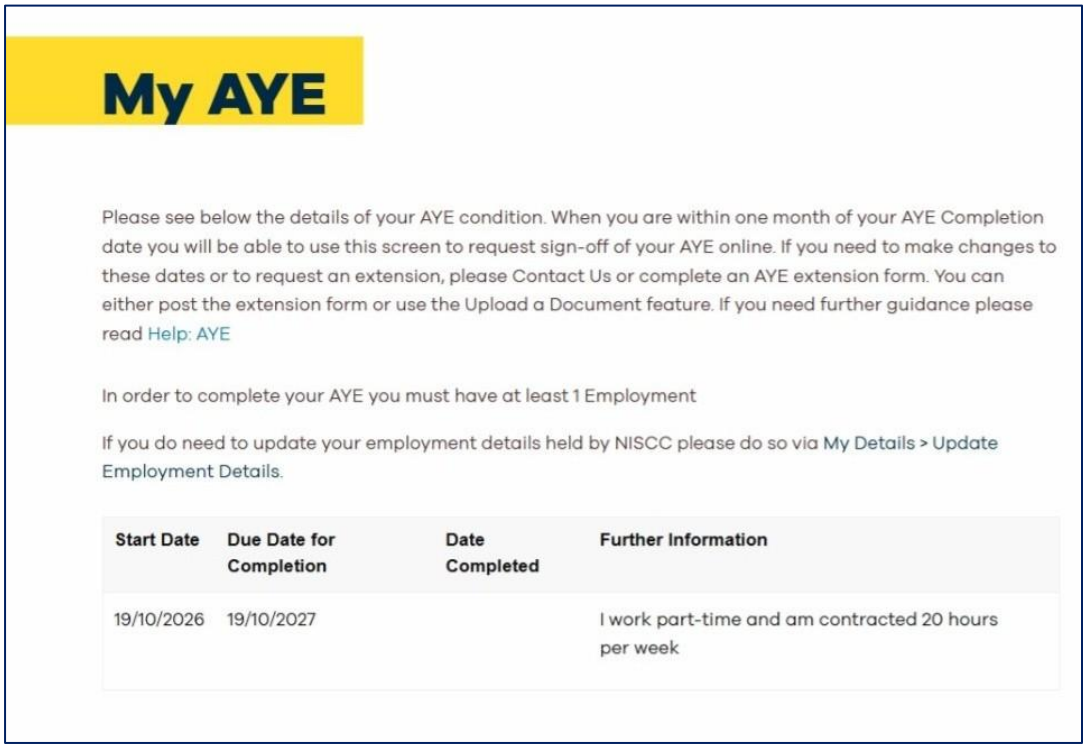
A message will appear on the screen (see below) – confirming your start date details have been submitted to your account.



When you click on the yellow "**Return**" button this will take you back to the main dashboard menu (see below) and from there you can navigate back to the AYE section (Click on "Start/Finish or Extend AYE" to return to the "My AYE" page) to check that your details have been uploaded correctly.



If you have followed each step, when you return back to your '**My AYE'** page – you will see that your start employment date has been populated along with an end AYE date and any further information that you have added – see below screen example.



NB: Some NQSWs have more the one AYE employment during their AYE year.

Remember: It is your responsibility as a Social Care Council registrant to update your employment details to ensure your registration contact details are accurate and up-to-date – this includes updating all your AYE employments during your AYE year.