

5 steps to setting up a domiciliary care agency



5 steps to setting up a domiciliary care agency

Want to set up your own social care business but don't know where to start?

Use our handy 5 step guide to help get you started and then book a free QCS demo – where you will get a glimpse of our revamped registration pack containing all the key documents you need to help you with your registration process and further guidance from QCS on how to run a successful and compliant business.

We know you have many questions you need answering but here are some of the most asked which we hope will help you as you embark on your new business.

BOOK YOUR FREE DEMO NOW

Step 1

Q: Do I need to register my care business with Companies House?

A: Not all businesses, also known as legal entities, need to register with Companies House. For instance, you may decide to operate as a sole trader. The type of legal entity you wish to be is something you need to consider as well as finding out if the name you want for your business is available. All the information you need and more can be found at [GOV.UK - Register your company](https://www.gov.uk/register-your-company).

Step 2

Q: What qualifications do I need to become a Registered Manager?

A: Although CQC do not list a set of qualifications to become a Registered Manager, there is an expectation that a care provider and registered manager will meet the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014: Regulation 7. This states that **providers who comply with the regulations will have a registered manager who:**

- Is of good character
- Is able to properly perform tasks that are intrinsic to their role
- Has the necessary qualifications, competence, skills and experience to manage the regulated activity
- Has supplied them with documents that confirm their suitability

To be able to demonstrate you have what is needed, Skills for Care recommend that all 'new and aspiring Registered Managers work towards the Level 5 Diploma in Leadership and Management for Adult Care'.

CQC also recognise other forms of qualifications as part of your application including:

- Registered Managers Award (RMA)
- NVQ Level 4 in Leadership and Management for Care Services
- NVQ Level 4 in Health and Social Care
- Level 5 Diploma in Leadership for Health and Social Care
- Relevant nursing, physiotherapy, social work or occupational therapy qualification
- Degree or master's degree related to social care

CQC also has guidance on qualifications and professional guidance for managers.

Skills and experience count too

It is important to note that your application is not just about qualifications. You also need to provide CQC with information on skills and experience that are assessed alongside any qualifications as part of an overall assessment of your application. For example, if you are applying to support individuals with Autism, Dementia or End of Life, you should be able to also demonstrate current – and preferably not expired - qualifications, training (including **core and mandatory training**), experience and knowledge in these and any specialist areas.

Step 3

Q: I've heard I need to apply for a countersigned DBS. How do I do that?

A: CQC has clear information relating to a countersigned DBS which you can find here – [CQC: Criminal record checks](#)

Step 4

Q: What form do I need to register as a new service provider?

A: If you are a new service provider you must complete a provider application to register as a new provider of regulated activities. The type of form you complete depends on the service you are. Details can be found here – [CQC: Application process: type of service you plan to provide](#)

You may also be able to register on to the [CQC provider portal](#) to send your application, depending on your service.

Unsure if you are in scope of CQC regulation?

Check out the CQC [scope of registration](#) document which will help you to decide

Step 5

Congratulations for completing the steps!

Book your free QCS Demo today.

Further Information

[QCS – A guide to launching a domiciliary care agency](#)

Listen to our podcast – [What does 'Good Character' mean?](#)