

STEP-BY-STEP GUIDE TO OISC REGISTRATION

This is just a guide..... so don't worry if you're not precisely following all of the steps

Step 0

Become a FIAP partner

⌚ Allow up to 3 weeks

Manager

- ❑ **Fill in the Become a Partner form**
We'll send you some information to read.
- ❑ **Have 'Partner Fit' call with FIAP. We'll explore:**
 - Could you refer instead?
 - What's your funding situation?
 - Are your board on board?
 - Are you clear on different advice types?
- ❑ **Chat to stakeholders, especially trustees**
Share the info from the Partner Fit call.
Is everyone still on board?

Student

- ❑ **Consider your clients**
Read the OISC Guidance on Competence. What kind of OISC advice would best support your clients?
- ❑ **Talk to your manager**
Keep them informed as your ideas develop.

🎉 Congratulations!
You are a FIAP partner

"My advice for others: take your time,
talk to OISC, talk to Refugee Action."
Indre, Samphire

Step 1

Get your stuff together

⌚ Allow up to 2 months (The quickest we've seen this done is 2 weeks)

Manager

- ❑ **Reassess beneficiary needs**
- ❑ **Draw up an advice model**
Decide on the scope of the advice to be offered and how this will integrate into your services.
- ❑ **Identify prospective advisers**
Explain what they need to do.
- ❑ **Consult CEOs and trustees**
Pitch why OISC advice is needed.
- ❑ **Read the Guidance on Competence**

Student

- ❑ **Refer to Guidance on Competence**
To understand the work you will be trained to carry out.
- ❑ **Check the OISC exam dates**
Loosely earmark one to aim for.
- ❑ **Read the relevant Competence Statement**
New Adviser or Adviser Raising. It will need to be submitted with your org's OISC application.

"OISC are more flexible than they appear from their website."
Shantele, CHAWREC

See back for more



Step 2 Booking up

⌚ Allow up to 3 months (The quickest we've seen this done is 3 weeks)

Manager

- ❑ **Ensure your org can commit to the Codes of Standards**
Get a quote for professional indemnity insurance.
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- ❑ **Identify funding source for the work to be done**
- ❑ **Ensure students book onto courses**

Student

- ❑ **Book the right course**
- ❑ **Access online learning materials for self-study**
- ❑ **Get a recent DBS and proof of right to work**
- ❑ **Complete application and give to organisational lead for submission to OISC**

"The session with the FIAP team was brilliant.
It dispelled our fear very effectively."
Fidelis, Migrant Action

Step 3 The final push

⌚ Allow up to 3 months (The quickest we've seen this done is 3 weeks)

Manager

- ❑ **Complete Application for Registration**
Ensure your advisers' DBS checks will be less than 6 months old.
- ❑ **Obtain signatures of all owners (CEOs and trustees) and advisers**
- ❑ **Prepare supporting document**
Complaints procedure, business plan, client care letter, closer letter templates etc.
- ❑ **Obtain Competence Statements from advisers**
- ❑ **Submit all applications to OISC**
Submit your application no more than 5 weeks in advance of the exam your advisers want to attend.

Student

- ❑ **Attend the right course**
- ❑ **Study/revise**
- ❑ **Complete New Adviser Application and Competence Statement or Adviser Raising Levels Competence Statement**
- ❑ **Get proof of right to work**
- ❑ **Complete application and give to organisational lead for submission to OISC**
Submit to Manager/OISC registration lead.

🎉 Congratulations!
You are OISC registered

Julie, from FIAP, is helping me prepare a business plan. With her support, it is much easier."
Ake, Migrants at Work

