



SOUTH AFRICAN COUNCIL FOR SOCIAL SERVICE PROFESSIONS

GENERAL NOTICE 16 of 2025

REF: 3/7/6/1/17

19 November 2025

NOTICE TO:

1. All social workers, social auxiliary workers, student social workers, student social auxiliary workers, child and youth care workers, auxiliary child and youth care workers, student child and youth care workers and student auxiliary child and youth care workers
2. Training institutions providing qualifications in social work, social auxiliary work, child and youth care work and auxiliary child and youth care work
3. Employers of social service professionals

CLOSURE OF MICROSOFT FORM BY 25 NOVEMBER 2025 IN PREPERATION FOR INVOICING: 2026/2027 FINANCIAL YEAR.

1. The SACSSP hereby notifies all social service professionals, training institutions, and employers of social service professionals that the Microsoft Form used to update registrant particulars for migration to the new online system will officially close at **16h00 on 25 November 2025**. This closure is in preparation for the invoicing process for the **2026/2027 financial year**, which commences on **1 December 2025**.
2. Social service professionals in good standing with the SACSSP who have not completed the Microsoft Form by 25 November 2025 will have their data imported using email addresses on the old registration system. However, the responsibility still lies with each registrant to ensure that their email address is updated.
3. The SACSSP acknowledges and appreciates that, as of *31st October 2025*, over *24,000* registrants have successfully completed the Microsoft Form and their profiles were migrated to the new online system. The data containing the profiles of social service professionals in good standing who completed the Microsoft in November 2025 will be imported into the new system on or before 29th November 2025. Social service professionals in good standing are encouraged to check their emails regularly and update their profiles as and when they receive **welcome emails**. Social service professionals can also check their registration status by visiting our website www.sacssp.co.za, click on *Find a Professional*. Enquiries on completion of Microsoft form or non-receipt of welcome email should be directed to Agent3@sacssp.co.za
4. Kindly note that invoices for the payment of **annual fee for 2026/27 financial year** will be issued to all social service professionals in good standing on 01 December 2025 via email.
5. All social service professionals who have not yet completed either the Google Form or the Microsoft Form are urged to complete the Microsoft Form before the deadline to avoid delays or discrepancies by using the following link: <https://forms.office.com/r/gxzwVKt2wz>.
 - 5.1 The link is secure and the form requires minimal information to enable migration. It takes approximately one minute to complete. Please ensure accuracy when completing the form, especially when entering your cellphone number (refer to the instructions regarding the first digit).
 - 5.2 Only use the official link provided above.

6. **Employers and higher education and training institutions**

6.1 Employers of social service professionals are requested to:

(a) take note of this *General Notice 16 of 2025* and to bring the content thereof to the attention of all social workers, social auxiliary workers, child and youth care workers and auxiliary child and youth care workers, and encourage them to complete the online Microsoft Form.

(b) organise information sessions and invite the SACSSP to present on the new online registration system.

6.2 *Training institutions* are requested to bring the content of *General Notice 16 of 2025* to the attention of all student social workers, student social auxiliary workers, student child and youth care workers and student auxiliary child and youth care workers, and encourage them to complete the online Microsoft Form.

7. Your valued cooperation contributes meaningfully to the SACSSP's mandate and the delivery of quality services to all social service professionals.

8. For general enquiries, please contact: communications@sacssp.co.za

ISSUED BY: REGISTRAR, Mr Hitler Sekhitla