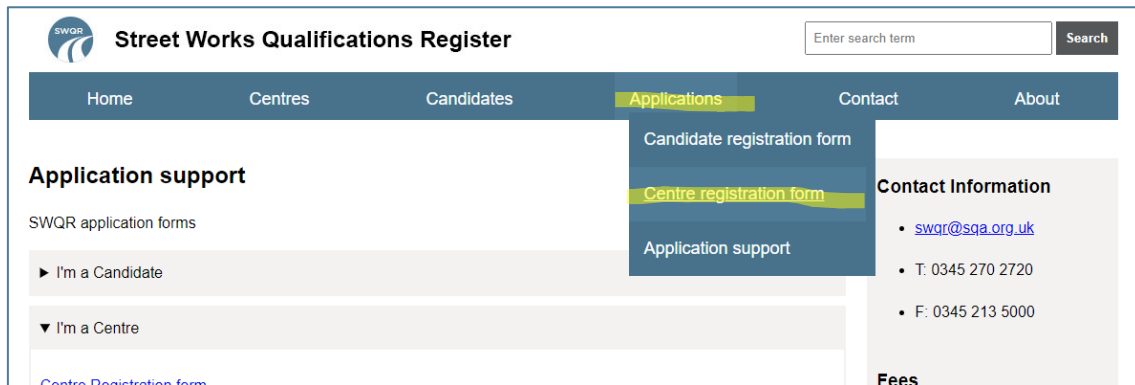# STREET WORKS QUALIFICATIONS REGISTER (SWQR)

Centre Application Form Guide

A step-by-step guide on how to complete an application form online for your candidates.

Finding the Applications Online

- Open our website www.swqr.org.uk

- Click on the *Applications* tab, at the top of the home page, and select *Centre registration form* from the dropdown menu.

Batch Header

- The first page of the application form is the **Batch Header**. This is where you will enter your Centre details, PO number *(if required)* and the number of applications you are submitting.

- The first section on the Batch Header is *Application Type* with 2 options:
    - *Replacement card applications*
    - *Other (Initial application, Add qualifications to valid record or Re-assessment)*.

- The application definitions are:

    - Initial application – the candidate has never held a SWQR Card or their previous Card expired more than 5 years ago. The candidate will have sat **initial assessments** for the units they are claiming.

    - Add qualification - the candidate already holds a valid SWQR Card and is adding new units to it. The candidate will have sat **initial assessments** for the additional units they are claiming.

    - Re-assessment - the candidate held the units on a SWQR Card, no more than 5 years past the expiry date, and are looking to renew them. The candidate will have sat **re-assessments** for the units they are claiming.

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- You can only submit one type of application per batch, for example:
  - *Replacements* – Only replacement applications can be submitted
  - *Other* – Only Initial, Additional Qualifications or Re-Assessments can be submitted *(these can be mixed)*

- If you have both *Replacements* and *Other* types of application to submit, you will need to create 2 separate batches for these.
  - If a card has been lost, stolen or damaged, please select *Replacement card applications*.
  - If a card has been issued with an error and needs amended, please select *Replacement card applications*. **Please contact us on swqr@sqa.org.uk or by phoning 0345 270 2720 to make the necessary changes before submitting the application.**
  - If you have a mix of other applications, please select *Other*.

- Now that you have selected the type of applications you are submitting, you need to fill in your details in the *Centre Details* section.

Centre Details

* **Centre name:**

Centre name

* **Approved centre number:**

Centre number

Purchase order number, if required:

Purchase order number

* **Number of applicants** (maximum 20 candidates per submission):

- If you use purchase order numbers (POs), you can enter one on this page and it will be allocated to all applications in the batch. If your Centre was set up with mandatory POs, our system will not allow us to process applications without a PO and the applications will be rejected.

- Enter the *Number of applicants* you are submitting in this batch, so we know how many applications to expect. If the number of applications received does not match the number specified here, we will email you to advise.

- Complete the *Confirmation* section and click *Submit*.

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Application Form

1. The first page of the application looks like this:

SWQR Centre form (Candidate details)

Please visit Application support for guidance.

Application 1 of 2 (Reference: PDX4H7-1)

Application Details

Place of work:

◯ England   ◯ Scotland   ◯ Wales   ◯ Northern Ireland

2. It is important that you make a note of the unique *Reference* number allocated to the batch, as this is used to search for applications if you have a query or issue at any point.

3. Select the *Place of Work* for the candidate.

4. This will open a new section called *Which type of application?*

Application Details

Place of work:

⦿ England   ◯ Scotland   ◯ Wales   ◯ Northern Ireland

Which type of application?

◯ Initial application (Not on the register)

◯ Add qualifications to valid record

◯ Re-assessment (Renewal of existing qualifications)

5. If you select either *England* or *Scotland*, the following options appear:

   - *Initial Application*
   - *Add Qualification to a valid record*
   - *Re-assessment*

6. If you select *Wales* or *Northern Ireland*, the following options appear:

   - *Initial Application*
   - *Add Qualification to a valid record*
   - *Re-assessment*
   - *Re-registration*

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7. Once you have selected the application type, the main part of the application form will now appear, with the following sections:

- Registration Details

- o The *Awarding body registration number* is the number allocated to the candidate, by the Awarding Body, when you registered them for their units. This is **not** your Centre number or a certificate number. This number is mandatory for all applications, except Re-Registrations.

- o The SWQR number is required for all Replacement, Additional Qualifications, Re-Assessments and Re-Registration applications. Applications of this type without an SWQR number may be rejected.

- o Upload the candidate's photograph. Please refer to the Photo Requirements document before uploading photographs. Unsuitable photographs will result in the application being rejected.

- Candidate Details

- o Enter the candidate's *Forename*, *Surname* and *Date of Birth*.
- o These must match the details used when registering the candidate with the Awarding Body. If they do not, we may need to contact you for clarification and the application process will be delayed.

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- Contact Details

Contact Details

☑ **Send to approved centre main address**

- ○ This is defaulted to send the cards to the Centre address we have on record. If you would prefer the card to go to another address, please untick the box and add the alternative address in the boxes provided.

- Qualification Details

Qualification Details

Operatives Qualifications

☐ **LA** Location and avoidance of underground apparatus

☐ **O1** Signing, lighting and guarding

☐ **O2** Excavation in the road/highway

☐ **O3** Reinstatement and compaction of backfill materials

☐ **O4** Reinstatement of sub-base and base in non-bituminous materials

☐ **O5** Reinstatement in cold-lay bituminous materials

☐ **O6** Reinstatement in hot-lay bituminous materials

☐ **O7** Reinstatement of concrete slabs

☐ **O8** Reinstatement of modular surfaces and concrete footways

Supervisors - Qualified to Monitor

☐ **LA** Location and avoidance of underground apparatus

☐ **S1** Monitoring signing, lighting and guarding

☐ **S2** Excavation in the road/highway

☐ **S3** Reinstatement and compaction of backfill materials

☐ **S4** Reinstatement of sub-base and base in non-bituminous materials

☐ **S5** Reinstatement in bituminous materials

☐ **S6** Reinstatement of concrete slabs

☐ **S7** Reinstatement of modular surfaces and concrete footways

* **Date Certificated**:

- ○ Please select all units that the candidate is claiming. Operative and Supervisor units can be claimed together.

- ○ In the *Date Certificated* box, enter the date that the Awarding Body certificated the candidate.

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- Confirmation

- o Once you have completed all sections and clicked *Submit*.

- o You will now be taken to the next application form to complete. Repeat steps 1 to 7 until all applications have been completed.

Once the final application is complete, you will see the following screen:

If you have another batch of applications to submit, click on the *Applications* tab along the top of the home page and select *Centre registration form* from the dropdown menu as before.

If you have any queries regarding the application process, you can contact us on swqr@sqa.org.uk or by phoning 0345 270 2720.