

GUIDANCE NOTES TO ASSIST IN THE COMPLETION OF SWQR4 FORMS

Fill in this Form in **CAPITAL LETTERS**. Please write only within the white boxes. We will electronically scan and store the information provided. The I/D card will have a digital image of the applicant's photo. **Please follow the guidance notes carefully.** Put a cross (X) in the relevant box. Use one box for each letter and leave an empty box between names or words. Applications may be delayed if there is a mistake on the Form or the photograph sent in does not meet our guidance note.

1 CANDIDATE DETAILS

- Enter the candidate's existing Registration Number if the candidate is already registered with SWQR and is applying for **additional qualifications** to be added to their I/D card. Complete the additional qualifications boxes. The original card **must** be returned to the SWQR at the time of application
- Attach a current passport size photograph of the candidate (see separate guidance leaflet on acceptable photographs)
- Full candidate details should be entered. This includes: full name, title, sex, date of birth and address details (include Company name if applicable)

NB The I/D card will be returned to this address. Please ensure that this address is correct. Covering letters/compliment slips etc will not accepted as a change of address

2 FEES

- Initial Registration of a new candidate - £22.50
- Additional qualification(s) added to an existing candidate - £18.10
- If paying by **cheque/postal order**, enter the correct fee amount in section (a)

NB Please note that all application fees are non-refundable. If your application is incomplete you will be given 90 days to resolve any issues. Any applications returned after 90 days will be subject to an additional non-refundable application fee charged at the appropriate rate as above.

- If centre is to be **invoiced by prior agreement**, enter the Centre number in section (b)(i)

NB This number was allocated by either the Awarding Body or the Street Works Qualifications Register

- If you are a centre that use Purchase Order Numbers, please provide details clearly on the form in the space provided in section (b)(ii)

NB If the Purchase Order Number is not written on the form, it will be returned to you

3 QUALIFICATION(S) COMPLETED

- Achievement of a qualification(s) should be indicated by crossing the relevant box. Below is a breakdown of the qualifications and associated units that can only be applied for using this form:

Operative		Supervisor	
06	Signing, lighting and guarding (002)	S6	Monitor signing, lighting and guarding (010)

4 SIGNATURE

Sign and date the document to confirm that the details are correct

5 PHOTOGRAPHS

All applications must include a recent photograph and must be a true likeness of the applicant. Please ensure that the photograph meets the criteria on the separate guidance note. This will help avoid the need for us to ask for more photographs.

Please note that photographs become part of our official records and we will not return them.

6 COPIES OF CERTIFICATES

All applications must include **photocopies** of the original Awarding Body certificates. These must be from one of the three Approved Awarding Bodies; City and Guilds, CABWI Awarding Body and SQA. In-house training certificates cannot be accepted as proof of the award gained. Copies of lost certificates can be obtained from the relevant Awarding Body using the details below:

Awarding Bodies

City and Guilds

Customer Relations
1 Giltspur Street
London EC1A 9DD

Tel: +44 (0) 20 7294 2800

Fax: +44 (0) 20 7294 2405

www.cityandguilds.co.uk

CABWI Awarding Body

1 Queen Anne's Gate
London
SW1H 9BT

Tel: +44 (0) 020 7957 4523

Fax: +44 (0) 20 7957 4641

www.cabwi.co.uk

E-mail: enquiries@cabwi.co.uk

Scottish Qualifications Authority (SQA)

The Optima Building
58 Robertson Street
Glasgow
G2 8DQ

Tel: +44 (0) 845 279 1000

Fax: +44 (0) 845 213 5000

www.sqa.org.uk

E-mail: customer@sqa.org.uk

7 CONTACT US

The Street Works Qualifications Register
The Optima Building
58 Robertson Street
GLASGOW
G2 8DQ

Telephone: 0845 270 2720

Email: swqr@sqa.org.uk