

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 <u>www.swqr.org.uk</u>
- Click on the *Applications* tab, at the top of the home page, and select *Centre registration form* from the dropdown menu.

Street V	Street Works Qualifications Register			Enter searc	ch term Search
Home	Centres	Candidates	Applications	Cont	act About
			Candidate registrat	tion form	
Application sup	oport		Centre registration	form	Contact Information
SWQR application forms	5		A !! #		• <u>swqr@sqa.org.uk</u>
► I'm a Candidate			Application suppor	ſ	• T: 0345 270 2720
▼ I'm a Centre					• F: 0345 213 5000
Contro Registration for	m				Fees

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).

Centre registration form
Please visit Application support for guidance.
Application Type Which type of application(s)? Replacement card applications (lost, stolen or damaged cards) Other (Initial application, Add qualifications to valid record, 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.



Centre Application Form Guide

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

- 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 <u>swqr@sqa.org.uk</u> 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 De	ails				
∗ Centre nan	e				
Centre name					
* Approved (entre number:				
Centre numbe					
Purchase or	<mark>ler number</mark> , if require	ed:			
Purchase orde	r number				
* Number of	applicants (maximur	n 20 candidates p	er 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*.



Centre Application Form Guide

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

Application Form

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

SWQR Centre	e form (Candio	date details)		
Please visit <u>Applicatio</u>	on support for guidance	e.		
Application 1 of	2 (Reference: PD)	<mark>X4H7-</mark> 1)		
- Application F)etaile			
Application	etans			
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?

Place of work:				
England	Scotland	Wales	◯ Northern Ireland	
Which type of ap	oplication?			
◯Initial applica	ation (Not on the regi	ster)		
○Add qualifica	ations to valid record			
	ent (Renewal of exist	ing 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





Centre Application Form Guide

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

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

Registration Details SWQR collects information about candidates on behalf of the Department for Transport. This information is used to administer the Register, and to produce SWQR ID cards. Further details can be found on this website. Awarding body registration number: Awarding body number * SWQR number: SWQR number: File size should be less that 800Kb. Unsuitable photos will be rejected. Please check our photo requirement guidance.	
SWQR collects information about candidates on behalf of the Department for Transport. This information is used to administer the Register, and to produce SWQR ID cards. Further details can be found on this website. Awarding body registration number: Awarding body number * SWQR number: SWQR number Upload photo: File size should be less that 800Kb. Unsuitable photos will be rejected. Please check our requirement guidance.	Registration Details
SWQR collects information about candidates on behalf of the Department for Transport. This information is used to administer the Register, and to produce SWQR ID cards. Further details can be found on this website. Awarding body registration number: Awarding body number * SWQR number: SWQR number: Image: SWQR number: SWQR number: Image: SWQR number: <t< td=""><td></td></t<>	
to administer the Register, and to produce SWQR ID cards. Further details can be found on this website. Awarding body registration number: Awarding body number * SWQR number: SWQR number: Upload photo: File size should be less that 800Kb. Unsuitable photos will be rejected. Please check our photo requirement guidance.	SWQR collects information about candidates on behalf of the Department for Transport. This information is used
Awarding body registration number: Awarding body number * SWQR number: SWQR number Upload photo: File size should be less that 800Kb. Unsuitable photos will be rejected. Please check our requirement guidance.	to administer the Register, and to produce SWQR ID cards. Further details can be found on this website.
Awarding body registration number: Awarding body number * SWQR number: SWQR number Upload photo: File size should be less that 800Kb. Unsuitable photos will be rejected. Please check our requirement guidance.	
Awarding body number * SWQR number: SWQR number Upload photo: File size should be less that 800Kb. Unsuitable photos will be rejected. Please check our photo requirement guidance.	Awarding body registration number:
Awarding body number SWQR number: SWQR number Upload photo: File size should be less that 800Kb. Unsuitable photos will be rejected. Please check our photo requirement guidance.	
* SWQR number: SWQR number Upload photo: File size should be less that 800Kb. Unsuitable photos will be rejected. Please check our	Awarding body number
SWQR number Upload photo: File size should be less that 800Kb. Unsuitable photos will be rejected. Please check our photo requirement guidance.	
SWQR number Upload photo: File size should be less that 800Kb. Unsuitable photos will be rejected. Please check our photo requirement guidance.	* Swyr number.
SWQR number Upload photo: File size should be less that 800Kb. Unsuitable photos will be rejected. Please check our photo requirement guidance.	
Upload photo: File size should be less that 800Kb. Unsuitable photos will be rejected. Please check our <u>P photo requirement guidance</u> .	SWQR number
Upload photo: File size should be less that 800Kb. Unsuitable photos will be rejected. Please check our photo requirement guidance.	
File size should be less that 800Kb. Unsuitable photos will be rejected. Please check our A photo requirement guidance.	Upload photo:
Unsuitable photos will be rejected. Please check our i photo requirement guidance.	File size should be less that 800Kb
Unsuitable photos will be rejected. Please check our 🔄 photo requirement guidance.	
	Unsuitable photos will be rejected. Please check our 🖹 photo requirement guidance.
Choose file No file chosen	(i) Choose file No file chosen

- 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.
- 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.
- 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

Candidate Details	
* Forename:	
Candidate forename]
* Surname:	
Candidate surname	
★ Date of Birth:	
dd/mm/yyyy	

- Enter the candidate's *Forename*, *Surname* and *Date of Birth*.
- 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.



Centre Application Form Guide

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

• 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

Oneretives Qualifications	
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	
05 Reinstatement in cold-lay bituminous materials	
O6 Reinstatement in hot-lay bituminous materials	
07 Reinstatement of concrete slabs	
08 Reinstatement of modular surfaces and concrete footways	
Supervisors - Qualified to Monitor	
Supervisors - Qualified to Monitor LA Location and avoidance of underground apparatus S1 Monitoring signing, lighting and guarding	
Supervisors - Qualified to Monitor LA Location and avoidance of underground apparatus S1 Monitoring signing, lighting and guarding S2 Excavation in the road/highway	
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	
Supervisors - Qualified to Monitor LA Location and avoidance of underground apparatus \$1 Monitoring signing, lighting and guarding \$2 Excavation in the road/highway \$3 Reinstatement and compaction of backfill materials \$4 Reinstatement of sub-base and base in non-bituminous materials	
Supervisors - Qualified to Monitor LA Location and avoidance of underground apparatus \$1 Monitoring signing, lighting and guarding \$2 Excavation in the road/highway \$3 Reinstatement and compaction of backfill materials \$4 Reinstatement of sub-base and base in non-bituminous materials \$5 Reinstatement in bituminous materials	
Supervisors - Qualified to Monitor LA Location and avoidance of underground apparatus \$1 Monitoring signing, lighting and guarding \$2 Excavation in the road/highway \$3 Reinstatement and compaction of backfill materials \$4 Reinstatement of sub-base and base in non-bituminous materials \$5 Reinstatement in bituminous materials \$6 Reinstatement of concrete slabs	

- 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.



Centre Application Form Guide

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

Confirmation

commation	
I certify that the details have (SWQR will not be held liable for (SWQR will not be held will not be held liable for (SWQR will not be held will not be he	ve been completed accurately. r any inaccurate information)
Approver's Name:	* Date Completed:
	23/02/2024

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

Thank you
Thank you for your submission(s).
You will receive a summary email which include application(s) submitted and a unique reference number.
This email will be from noreply@apps.sqa.org.uk – please ensure this email address has been added to your safe senders list to stop it going to a junk/spam folder.
If there are any issues with your application(s), we will contact you. If you have any issues or concerns with your application(s), please contact us by email, and provide the unique reference number detailed in your summary email.

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.