



# GQA CSCS Q-CARD SCHEME RULES AND REQUIREMENTS



**WORKING IN ASSOCIATION WITH  
CONSTRUCTION SKILLS CERTIFICATION SCHEME**





# CONTENTS

<b>PAGE</b>	<b>SECTIONS COVERED</b>
<b>3</b>	Governance, Background, Purpose of the Scheme
<b>4</b>	Scheme Aims, Scope, Occupations Covered, Types of Card Available
<b>5</b>	Types of Cards Available
<b>7</b>	Health & Safety Requirements, Construction Related Occupation (CRO) Card
<b>8</b>	Construction Site Visitor, Industry Accreditation
<b>9</b>	Card Renewals, Applications
<b>10</b>	Ownership and Withdrawal of Cards, Updates and Lost Cards
<b>11</b>	Data Protection, Smart Technology, Fraudulent Card Procedure, Appeals Procedure

# | SCHEME REQUIREMENTS

## **1.0 GOVERNANCE**

- 1.1** The GQA CSCS type Q-Card is wholly owned by GQA Qualifications Ltd

## **2.0 BACKGROUND**

- 2.1** The Construction Leadership Council (CLC) agreed that from January 2015 industry, including trade associations, contractors, clients and government should specify and promote card schemes carrying the CSCS logo, with no equivalents accepted.

GQA's Q-Card is a partner card scheme for CSCS, having sole responsibility for the Glazing/Fenestration and Glass related industries and GQA also issue Q-Cards for a large number of GQA's Construction qualifications; this underpins the government's 2025 industry strategy by helping clients check whether workers have the right qualifications for the job in hand and have suitable health and safety training to enable them to access constructions sites

## **3.0 PURPOSE OF THE SCHEME**

- 3.1** To promote the use of qualified people by building and maintaining a record of individuals who achieve or can demonstrate that they have already achieved an accredited qualification in an appropriate role, and to provide those individuals with a nationally recognised means of identification.







## 4.0

### SCHEME AIMS

#### 4.1

To provide individuals with a means to verify their identity to employers and to confirm that the cardholder has the required qualifications, training and experience to carry out work on a construction site, safely and effectively.

## 5.0

### SCOPE

#### 5.1

The Scheme covers a diverse range of occupations in the Glass, Fenestration and Construction Sector.

## 6.0

### OCCUPATIONS COVERED

#### 6.1

Visit the GQA website at [www.gqaqualifications.com/CSCS](http://www.gqaqualifications.com/CSCS) to find out which is the correct card for the type of work you carry out. The Scheme continues to grow and new occupations will be added subject to Industry demand.

## 7.0

### TYPES OF CARD AVAILABLE

#### 7.1

Different types of GQA CSCS type Q-Card are available relevant to the individual's experience, qualification status and type of work they carry out on site.

### 7.1 **TRAINEE CARD – COLOUR RED**

This card is available to new entrants to the industry who can provide evidence of current registration for a role specific qualification.

This card is valid for 2 years and is non-renewable and cannot be replaced by a Temporary Card for the same occupational role.



Applicants for the Trainee Card must have completed the GQA H&S test or have achieved the CITB Health, Safety and Environment test within the last 2 years.

### **TEMPORARY CARD – COLOUR RED**

This card is available to individuals, usually with some industry experience who can provide evidence of current registration on a role specific qualification.

The card is valid for 1 year and is non-renewable and cannot be replaced by a Trainee Card for the same occupational role.

Applicants for the Temporary Card must have completed the GQA H&S test or achieved the CITB Health, Safety and Environmental test within 2 years.

### **NEW OPTION APPRENTICE CARD – COLOUR RED**

This card is only available to an individual who can provide evidence of registration on a formal government apprenticeship scheme in a relevant Glass Industry occupation

The card is valid for 2 years and is non-renewable and cannot be replaced by a Trainee Card or a Temporary Card.

Applicants for the Temporary Card must have completed the GQA H&S test or achieved the CITB Health, Safety and Environmental test within 2 years.

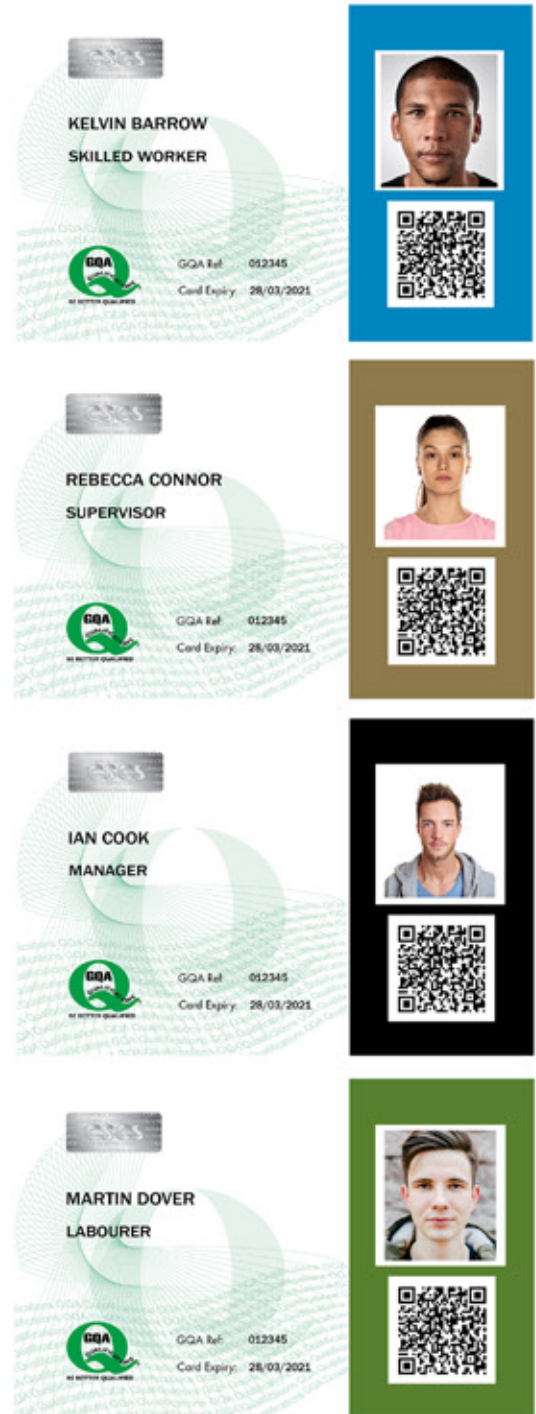
## 7.1 FULL CARD – COLOUR BLUE, GOLD OR BLACK

This card is valid for 5 years and will then be subject to the renewal criteria relevant at the time – contact GQA Qualifications for more information.

To apply for the full card applicants must have achieved the occupational specific qualification for their job role (See [www.gqaqualifications.com/CSCS](http://www.gqaqualifications.com/CSCS)) and also have completed the GQA H&S assessment or passed the CITB Health, Safety and Environment test in the last 2 years.

## CONSTRUCTION SITE LABOURER CARD – COLOUR GREEN

GQA's CSCS Q-Card is also available to achievers of the GQA Level 1 Award in Construction Health and Safety. Achieving this and the relevant H&S test pass (either through GQA or CITB) gives access to the Construction Site Labourer Card. Please note this card only allows the cardholder to carry out unskilled manual labour on general construction sites. Demolition Site Labourers, Plant Labourer and Scaffolding Labourers have their own schemes with additional requirements.



## **8.0 HEALTH AND SAFETY REQUIREMENTS**

- 8.1** All applicants for new cards and renewals must take and pass an independent assessment of retained health and safety knowledge. The assessment is designed to examine the knowledge of the individual across a wide range of health and safety topics.
- 8.2** Currently there are 2 options to meet the Health and Safety criteria, the GQA Health and Safety test or the CITB General Health, Safety and Environment test.
- ✎ Evidence used by applicants for both new and renewed cards must have been completed within the previous two years prior to the card application date.
  - ✎ Information about GQA Centres offering the H&S test can be obtained by visiting **[www.gqaqualifications.com/CSCS](http://www.gqaqualifications.com/CSCS)**. More information about booking the CITB Health and Safety Test is available on the CSCS website.

## **9.0 CONSTRUCTION RELATED OCCUPATION (CRO) CARD**

- 9.1** The CRO card was introduced in 2005 at the request of industry and was intended for those occupations for which there were no nationally recognised qualifications. This approach to CROs is no longer fit for purpose as it does not meet industry's desire for a fully qualified workforce.

CSCS has consulted with industry to determine the best way to address this issue. From 1st October 2015 the following new measures were introduced which will pave the way for the eventual withdrawal of the CRO card.

All CRO cards issued from 1st October 2015 expired on 30th September 2017\* and are not renewable



- 9.1** GQA Qualifications has developed a number of new qualifications for roles previously covered by the CRO card. Information on these roles can be checked at [www.gqaqualifications.com/CSCS](http://www.gqaqualifications.com/CSCS)

## **10.0** CONSTRUCTION SITE VISITOR

- 10.1** Cards are not required by those who frequently visit construction sites but do not carry out construction related work. Visitors by definition will not be carrying out any practical work and responsibility for their Health and Safety whilst on site is the responsibility of the site agent or other appointed person.

**Note:** The person legally responsible for a construction site must ensure the health, safety and welfare of people visiting their site.

## **11.0** INDUSTRY ACCREDITATION

- 11.1** Note this route has been closed for all occupations with the exception of those valid cardholders who previously held Industry Accreditation, provided they renew their card within 6 months of expiry in line with the CSCS card requirements.

Cards obtained via industry accreditation, which are not renewed within the period outlined above, will not be valid for re-application via industry accreditation.

Applicants would need to obtain the relevant qualification for the type of work they undertake on site. **ADDITIONAL INFORMATION – ADVANCED NOTIFICATION**

**From 1st January 2020, all cards renewed under industry accreditation will expire on 31st January 2024.**

If the applicant believes there are mitigating circumstances why card renewal was not made in time, they can appeal in writing. Further information is available by visiting [www.gqaqualifications.com/CSCS](http://www.gqaqualifications.com/CSCS)



## **12.0 CARD RENEWALS**

- 12.1** It is the cardholder's responsibility to monitor card expiry dates and ensure applications are made in a timely manner to have them renewed.
- 12.2** Cards are not renewed automatically, an application form must be completed and submitted along with all required supporting information.

## **13.0 APPLICATIONS**

To apply for a GQA CSCS Q-Card, applicants need to prove they have the training and qualifications required for the type of work they carry out on site which determines which type of card is available to them. Applicants can check which card is the right card by visiting **[www.gqaqualifications.com/CSCS](http://www.gqaqualifications.com/CSCS)**

### **13.1 APPLICATION AND FEES**

GQA CSCS type Q-Card can be requested by completing an application form which can be obtained by email from **[info@gqaqualifications.com](mailto:info@gqaqualifications.com)** or by calling 01142 720033, or by downloading a PDF form from **[www.gqaqualifications.com/CSCS/applicationform](http://www.gqaqualifications.com/CSCS/applicationform)**

Application forms will be checked, processed and, if all is correct, a card will be issued, normally within 7 working days. If the application has not been completed correctly or additional information is required, the application form will be returned with a request for further information. The applicant will have 30 days in which to provide the information requested, after which the application is deemed closed. A new application must be made, and a further fee may be required.



### 13.2 EMPLOYER APPLICATIONS

It is hoped that in the near future GQA Qualifications will have a process for Employers to apply for GQA CSCS type Q-Cards on behalf of their workforce. Information on this will be made available when appropriate

### 13.3 FEES

All GQA CSCS type Q-Cards cost £30

## 14.0 OWNERSHIP AND WITHDRAWAL OF CARDS

14.1 GQA Qualifications reserves the right to withdraw a card.

## 15.0 UPDATES AND LOST CARDS

15.1 Card holders must advise GQA Qualifications if they move house or change occupation.

If a cardholder achieves an additional GQA qualification, the information will be displayed by scanning the QR code on the card. If another card is required displaying a different occupational role this is requested following the application process outlined above. Card fees will apply.

If a cardholder changes his/her name they should contact GQA Qualifications and provide a scanned copy of relevant documentation e.g. Deed Poll, marriage certificate etc. Card fees will apply to the issue of a new card.


If a card is lost a replacement can be ordered by following the application process outlined above.

The cost for issuing an updated or replacement card is £30



## **16.0 DATA PROTECTION**

- 16.1** Please see GQA Data Protection Policy statement at [www.gqaqualifications.com/DPA policy](http://www.gqaqualifications.com/DPA%20policy)

## **17.0 SMART TECHNOLOGY**

- 17.1**  All CSCS Q-Cards use smart technology and include a QR code. This can be used to check the identity of the cardholder together with confirmation that they hold or are registered on and working towards the appropriate qualifications

### **SMARTCARD AIMS**

-  To eliminate incorrect/fake cardholders gaining access to site.
-  To provide a portable means of proving identity and providing evidence of skills and training

## **18.0 FRAUDULENT CARD PROCEDURE FOR EMPLOYERS OR SITE MANAGERS**

- 18.1** If employers or Site Managers are presented with a fraudulent GQA CSCS type Q-Card they should call GQA Qualifications on **01142 720033** or email to [info@gqaqualifications.com](mailto:info@gqaqualifications.com)

## **19.0 APPEALS PROCEDURE**

- 19.1** If there is a dispute regarding GQA CSCS Q-Card Scheme Requirements the matter can be appealed. Further information is available on the CSCS website at [www.gqaqualifications.com/cscsappeals](http://www.gqaqualifications.com/cscsappeals) .The decision of the Appeals Panel is final.



# QUALITY THROUGH QUALIFICATIONS'

GQA Qualifications Limited is an Awarding Body for specialist sectors and occupational roles. Our current qualifications cover the Glass and Fenestration Industries, Construction and Print.

## GET IN TOUCH WITH US!

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