



GQA CSCS Q-CARD SCHEME RULES AND REQUIREMENTS



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



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| 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 part of the CSCS Alliance, having sole responsibility for the Glazing/Fenestration and Glass related industries. GQA also issues Q-Cards for many of its Construction qualifications.

The Building Safety Act 2022 is the most significant change to building and fire safety regulation in a generation. The competence of the workforce is at the heart of the Act which defines competency as having the appropriate skills, knowledge, experience and behaviours (SKEB). There is now a legal duty on individuals carrying out construction work to be competent for their roles.

GQA CSCS Q-Cards display the competency threshold for each occupation. In most cases this equates to a qualification (an NVQ/SVQ) and the appropriate level of health and safety test.

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 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.

TEMPORARY CARD – COLOUR RED

This card is available to individuals, usually with some industry experience who can provide evidence of current registration on an approved construction related NVQ/SVQ level 2, SVQ at SCQF level 5 or higher. The card is valid for 1 year and is non-renewable.

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.

OLD CARD DESIGN**NEW CARD DESIGN****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 must have completed the GQA H&S test or achieved the CITB Health, Safety and Environmental test or an approved alternative within the last 2 years.

OLD CARD DESIGN**NEW CARD DESIGN**



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7.1 FULL CARD – COLOUR BLUE, GOLD OR BLACK

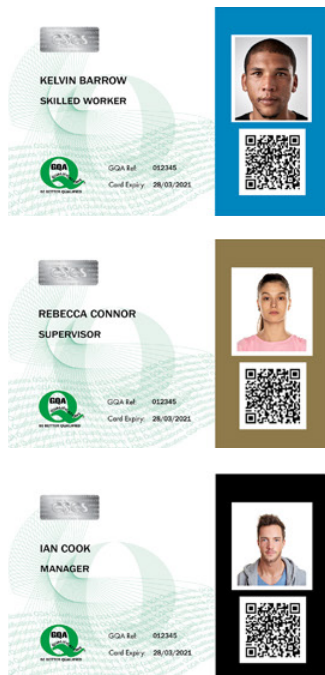
The card is valid for 5 years and will then be subject to the renewal criteria relevant at the time – contact GQA Qualifications for more information.

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

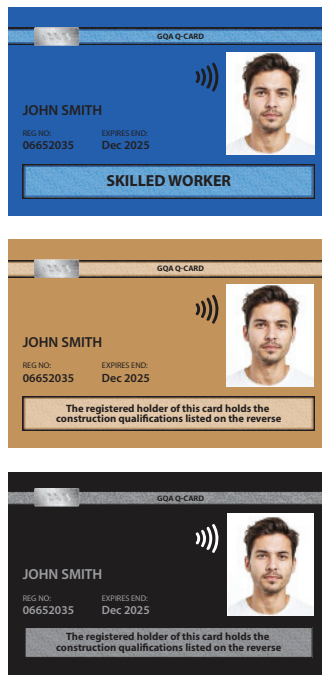
The back of the GQA CSCS Q-Card lists the individual's relevant qualification(s).

From 2nd June 2025, the card design of GQA's CSCS Q-Card will change and more closely resemble a CSCS card. The GQA cards may carry either design for a number of years until the older cards are renewed. **Both** will be accepted on site, provided they are confirmed as valid and in-date by CSCS Smart Check (www.CSCS.uk.com/SmartCheck).

OLD CARD DESIGN



NEW CARD DESIGN



REVERSE OF NEW CARD DESIGN



7.1 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. The Labourer card is valid for two years on first application. Workers who continue in labouring roles can renew for five years by providing evidence they are employed in a labouring role.

A GQA H&S test or CITB Health, Safety and Environmental test used for the initial two-year card application only is valid for **three years**, allowing it to be used for renewal.

Do not apply for this card if you work in a skilled occupation – it is for unskilled workers only and shows employers the holder is not on a recognised training pathway. You will be refused entry to site if you work in a skilled occupation but hold a Labourer card.

Please note also that the Industry Accreditation route for ALL occupations expired on 31 December 2024. Individuals will now need to obtain the relevant qualification for the type of work they undertake on site.

OLD CARD DESIGN



NEW CARD DESIGN



REVERSE OF NEW CARD DESIGN





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**. More information about booking the CITB Health and Safety Test is available on the CSCS website

9.0

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**

9.1

APPLICATION

GQA CSCS Q-Cards can be requested by completing application forms which can be obtained by email from **cscs@gqaqualifications.com** or by calling 01142 720033. Application forms will be checked, processed and, if all is correct, a card will be issued (subject to receipt of payment) normally within 7-10 working days. Incorrect applications will be returned with a request for further information. The applicant will have 30 days in which to provide this, after which the application is deemed as closed. A new application must then be made, and a further fee may be required.

10.0

CARD RENEWALS

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

11.0

OWNERSHIP AND WITHDRAWAL OF CARDS

- 11.1** GQA Qualifications reserves the right to withdraw a card.

12.0

UPDATES AND LOST CARDS

- 12.1** Cardholders must advise GQA Qualifications if they move house or change occupation.

Cardholders list of GQA Qualifications will be displayed on the reverse of the smart card.

If a cardholder changes their name they should contact GQA Qualifications and provide a scanned copy of the 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.



13.0

DATA PROTECTION

- 13.1** Please see GQA Data Protection Policy Statement at www.gqaqualifications.com/privacy-policy/

14.0

SMART PROTECTION

14.1



All GQA CSCS Q-Cards now have smart technology. The CSCS SmartCheck app and website can be used to check that cards are genuine, in date and confirm that the individual holds or is registered on and working towards appropriate qualifications for their occupation www.CSCSSmartCheck.co.uk.

SMARTCARD AIMS

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

15.0

FRAUDULENT CARD PROCEDURE FOR EMPLOYERS OR SITE MANAGERS

- 15.1** If employers or Site Managers are presented with a fraudulent GQA CSCS Q-Card they should report it immediately to GQA Qualifications on 01142 720033 or email cscs@gqaqualifications.com

16.0

APPEALS PROCEDURE

- 16.1** If there is a dispute regarding GQA CSCS Q-Card Scheme Requirements the matter can be appealed. Further information is available on the GQA website at 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 a wide range of 17 market sectors.

GET IN TOUCH WITH US!

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