

Smart Awards Level 3 in SA041 Person in Charge of Works

Specification

SMART AWARDS
Awarding Platform for Smart Qualifications

Version Number	Date	Purpose of Change	Classification	Sign Off
V1.0	09/11/2026	New qualification release	Public	Marc Henson

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Introduction

This qualification provides learners with the fundamental knowledge and skills required to undertake the responsibilities of a Person in Charge of Works. It is designed for individuals who are responsible for planning, coordinating and overseeing work activities, including appointed Persons in Charge of Works, team leaders, gang leaders and supervisors.

The qualification supports learners in understanding their responsibilities for health and safety, legislative compliance, planning and preparation, risk management, safe systems of work, communication, coordination and appropriate intervention and escalation.

Learners will develop the knowledge and skills required to assess workplace situations, identify hazards and associated risks, determine appropriate control measures, recognise unsafe or non-compliant working practices and take appropriate actions within the scope of their responsibilities.

The qualification has been developed to provide a consistent foundation for the Person in Charge of Works role that can be applied across different employers, contracts and work environments, including construction, utilities and infrastructure.

Key Information	
Name	Smart Awards Level 3 in SA041 Person in Charge of Works
Accreditation	This qualification is regulated by Ofqual. Ofqual qualification number: 610/8299/5
Level	3
Duration	1 day
Guided Learning Hours (Ofqual)	8
Ofqual Total Qualification	10 hours
RQF – Ofqual Credit. Credit value represents the size of a unit which is determined by the learning time. One credit = 10 hours of notional learning	1
Age	This qualification is available to anyone aged 18 or over who can reach the required standard. There are no barriers that restrict access or progression, thereby promoting equal opportunity.
Qualification type	Vocationally Related Qualification
Smart Awards product area	Safety Qualifications
Sector subject area	5.2 - Building and construction
Certification	This qualification is valid for three years from the certificate issue date. To maintain certification, learners are required to requalify before the expiry date by completing the full qualification again.

	It is the responsibility of the learner and/or their employer to ensure that requalification is undertaken in a timely manner to maintain certification.
Network Operative Passport Scheme (NOPS)	This qualification is fully aligned with the requirements of the Network Operative Passport Scheme (NOPS). Successful completion of this qualification is recorded within the NOPS system, ensuring operatives are visible and verifiable to employers and site access systems across the industry.
Prerequisites and entry requirements	Smart Awards will not restrict access on the grounds of prior academic attainment, employment, geographic location or any other characteristic unrelated to the requirements of the qualification, thereby promoting equality of opportunity. There are no formal prerequisites for this qualification. Learners should be working in, or preparing to undertake, a role involving responsibility for coordinating or overseeing work activities and have sufficient relevant knowledge or experience to undertake the qualification at Level 3. Learners should have sufficient literacy and communication skills to understand the qualification content and complete the assessment requirements. Employers are responsible for ensuring that individuals undertaking the Person in Charge of Works role have the appropriate competence, training, authorisation and experience required for the work activities they oversee. This qualification provides fundamental knowledge and skills relevant to the Person in Charge of Works role. It does not, by itself, confirm occupational competence or authorisation to undertake or supervise specialist work activities. Employers remain responsible for ensuring that individuals have the appropriate technical competence and authorisation for their specific industry and work activities. Approved centres are responsible for ensuring the safe and compliant delivery and assessment of this qualification in accordance with Smart Awards requirements. The New Roads and Street Works Act 1991 (NRSWA) places requirements on individuals undertaking and supervising works in the highway. Individuals must hold the appropriate Street Works qualifications and authorisations for their role and the activities being undertaken, where required. Employers are responsible for ensuring that suitably qualified and competent personnel are available to supervise works and verify that arrangements for footways, traffic lanes and safety zones comply with the requirements of the site location, relevant legislation and approved procedures. Some organisations may have additional requirements regarding the number of qualified individuals required on site.
Mandatory units and optional routes to completion	Learners must complete the SA041 Person in Charge of Works unit in full. There are no optional units or routes.
Additional requirements to achieve this qualification	None.

Methods of assessment	This qualification will be assessed through an online multiple-choice theory test and a practical assessment.
Theory test	Learners will sit an online multiple-choice theory test. The questions will be selected from a question bank and will cover each knowledge assessment criterion. Number of questions: 35 Time allowed: 55 minutes.
Practical assessment	The practical assessment will assess the learner's ability to plan, coordinate and manage work activities, including reviewing work documentation, inspecting a simulated worksite, identifying hazards and non-compliant conditions, determining appropriate control measures and delivering a pre-start briefing. During the practical assessment, learners must respond to at least one introduced change in worksite conditions or activities. This may involve a physical change to the simulated worksite or an assessor-led scenario. Learners must demonstrate appropriate actions, communication and escalation where required. The practical assessment will take place within a controlled or simulated worksite representative of construction, utilities or infrastructure activities. The assessment area and supporting documentation must contain introduced hazards, errors, omissions or non-compliant conditions for learners to identify. The assessment must also include compliant conditions, requiring learners to distinguish between acceptable and unacceptable working practices. Assessment scenarios must be varied between learners to maintain assessment integrity. Learners must record their findings, decisions and required actions using the documentation provided. The assessor-to-learner ratio during practical assessment must not exceed 1:1. Learners will have a maximum of 60 minutes to complete the practical assessment involving the planning, coordination and management of work activities.
Grading	Learners will be graded on an achievement or non-achievement basis. To achieve the qualification, learners must successfully complete the knowledge test and practical assessment. Theory test • 35 questions • Learners will have 55 minutes to complete the theory test. • To achieve a pass, learners must achieve 80 per cent or more (28 out of 35). Practical assessment • Learners will have 60 minutes to complete the practical assessment and must meet the required assessment criteria to achieve a pass. • If one major fault is given, the learner will automatically fail. • If three or more minor faults are given, the learner will fail.

	• To pass, the learner must have no major faults and no more than two minor faults.
Reasonable adjustments and special considerations	Smart Awards approved centres that have learners with specific requirements should refer to the Smart Awards Reasonable Adjustments and Special Considerations Policy and Procedure. This document outlines the support available to ensure fair access to assessments. It can be found on the Smart Awards website at www.smartawards.co.uk
Recognition of Prior Learning	Smart Awards is committed to supporting Recognition of Prior Learning (RPL) and has established a dedicated policy and set of procedures to guide and assist approved centres in its implementation. The full policy is available on the Smart Awards website at www.smartawards.co.uk
Required resources and site requirements for delivering this qualification	A suitable training and assessment area must be available that allows for the safe delivery of the practical assessment. The practical assessment area must include: A controlled or simulated worksite representative of construction, utilities or infrastructure activities. Suitable worksite equipment, materials, signage and barriers relevant to the simulated activities. A work pack containing work instructions, risk assessments, method statements and other relevant documentation. Introduced hazards, errors, omissions or non-compliant conditions for the learner to identify. The ability to introduce physical changes or assessor-led scenarios representing changing worksite conditions, hazards or activities, requiring the learner to determine and demonstrate appropriate actions. Suitable arrangements for the learner to deliver a structured work briefing. Materials or electronic resources for recording findings, decisions and required actions. The simulated worksite must allow learners to demonstrate their ability to assess site conditions, identify hazards, determine appropriate control measures, communicate work requirements and respond to changing circumstances. At least one change in worksite conditions, hazards or activities must be introduced during the practical assessment. This may be a physical change to the simulated worksite or an assessor-led scenario, such as deteriorating weather conditions, equipment failure or unexpected site activities. Assessment scenarios must be appropriate to the learner's occupational context and enable all practical assessment criteria to be assessed consistently. Centres must have access to suitable equipment and resources to support the practical assessment. These must be representative of the work activities being simulated and include, where appropriate: Worksite equipment, tools and materials relevant to the assessment scenario.

	Suitable safety signage, barriers and other site control measures. Site plans, drawings, work instructions and relevant supporting documentation. Risk assessments, method statements and other relevant work pack documentation. Suitable resources for introducing hazards, non-compliant conditions or changes to planned work activities. Documentation or electronic systems for recording findings, decisions, actions and escalation requirements. Equipment and resources must be suitable for the assessment activities and maintained in a safe condition. Any introduced hazards or non-compliant conditions must be simulated safely and must not expose learners or others to unnecessary risk. The assessor-to-learner ratio is 1:8 during training and 1:1 during the practical assessment.

Qualification Structure

The Level 3 Person in Charge of Works qualification consists of one mandatory unit. Learners must achieve the theory and practical assessment requirements to achieve the qualification.

Smart Awards Level 3 in SA041 Person in Charge of Works Ofqual qualification number: 610/8299/5								
Minimum TQT = 10 hours Minimum number of credits = 1 Minimum number of units = 1			Minimum GLH = 8 hours Assessment time: 2 hours Other learning time = 2 hours					
Unit Number	Unit title	Level	M/O	GLH	ASS	OTHER LEARNING	TQT	CREDITS
Y/652/4432	Person in Charge of Works	3	M	8	2	2	10	1

Learner Support and Assessment Conditions

Learners will have access to support throughout the training period via their trainer. Trainers must ensure that each learner is adequately prepared before assessment.
No support or assistance may be given to the learner during either the theory or practical assessments, to maintain the integrity and validity of the qualification.

The theory test is a multiple-choice online test. An invigilator must be used for the theory part of the assessment (an assessor can act as the invigilator). The invigilator is responsible for ensuring that the examination room meets the following:

- The invigilator must ensure that external noise does not disrupt the assessment.
- Desks/tables must be provided that have sufficient room for learners to work comfortably
- Learners must be seated sufficiently far apart to ensure they cannot see each other's work
- Display material must not be visible in the examination room
- A reliable clock must be visible to each learner in the examination room
- You must create a seating plan that is in keeping with an examination room

Please refer to the Smart Awards Invigilation Guide.

The practical assessment will take place within a controlled or simulated worksite representative of construction, utilities or infrastructure activities.

The assessment area and supporting documentation must contain introduced hazards, errors, omissions or non-compliant conditions for learners to identify. The assessment must also include compliant conditions, requiring learners to distinguish between acceptable and unacceptable working practices. Assessment scenarios must be varied between learners to maintain assessment integrity.

Learners must record their findings, decisions and required actions using the documentation provided.

The online theory test may be undertaken before or after the practical assessment. All relevant assessment records must be retained by the centre and made available to Smart Awards for quality assurance purposes.

This qualification is delivered and assessed in English only. Assessments are not available in other languages.

Qualification Objectives and Requirements

This qualification provides fundamental knowledge and skills relevant to the Person in Charge of Works role. It does not, by itself, confirm occupational competence or authorisation to undertake or supervise specialist work activities. Employers remain responsible for ensuring that individuals have the appropriate technical competence and authorisation for their specific industry and work activities.

Unit Title:	Person in Charge of Works
Unit Reference Number:	Y/652/4432
Learning outcomes	Assessment criteria
The learner will:	The learner can:
1. Know the roles and responsibilities of a Person in Charge of Works	1.1. Identify the roles and responsibilities of a Person in Charge of Works. 1.2. Distinguish between the responsibilities and limitations of authority associated with the PICW role. 1.3. Identify the principles of effective leadership and a positive health and safety culture. 1.4. Recognise the potential consequences of poor management and unsafe working practices.
2. Know the legislation and regulatory requirements relevant to work activities	2.1. Identify the key health and safety legislation and regulations relevant to managing work activities. 2.2. Distinguish between the duties and responsibilities of employers, employees and other duty holders under relevant health and safety legislation. 2.3. Identify the duties of relevant duty holders under the Construction (Design and Management) Regulations 2015.
3. Know how to plan and prepare work activities	3.1. Identify the information and documentation required before commencing work activities. 3.2. Determine the suitability of risk assessments, method statements and permits for planned work activities. 3.3. Identify the requirements for confirming workforce competence, authorisation and availability of resources. 3.4. Determine appropriate arrangements for coordinating personnel, contractors and work activities before work commences.

	3.5. Identify the requirements for site inductions, welfare facilities and emergency arrangements. 3.6. Determine whether site conditions and arrangements are suitable for work to commence safely.
4. Know how to manage health and safety during work activities	4.1. Determine the risks associated with hazards identified within a work environment. 4.2. Determine appropriate control measures to manage identified risks in accordance with the hierarchy of control. 4.3. Recognise the requirements for implementing and maintaining safe systems of work. 4.4. Determine appropriate actions when site conditions change or existing control measures become ineffective. 4.5. Identify the requirements for site safety arrangements, including signage, segregation, security and personal protective equipment (PPE). 4.6. Determine when work activities must be stopped or suspended due to unsafe conditions or practices.
5. Know how to communicate and coordinate work activities	5.1. Identify appropriate methods of communication for different personnel and work activities. 5.2. Determine the information that must be communicated to personnel before and during work activities. 5.3. Determine appropriate actions to coordinate personnel, contractors and simultaneous work activities. 5.4. Determine appropriate methods for managing disagreements and conflicts within the work environment. 5.5. Identify the requirements for communicating changes to work activities, site conditions and safety arrangements.
6. Know how to respond to incidents, emergencies and non-compliance	6.1. Identify the requirements for responding to accidents, incidents and emergencies within the work environment. 6.2. Determine appropriate actions to address identified non-compliance with safety requirements. 6.3. Identify the requirements for reporting and recording accidents, incidents, near misses and unsafe conditions. 6.4. Distinguish between the responsibilities of a Person in Charge of Works and those requiring escalation to other responsible persons. 6.5. Determine appropriate actions to prevent the recurrence of incidents and unsafe working practices.
7. Be able to plan, coordinate and manage work activities	7.1. Review work information and documentation to determine the requirements for planned work activities. 7.2. Identify hazards, assess associated risks and determine appropriate control measures for the planned work activities. 7.3. Determine the suitability of personnel, resources and site arrangements for the safe commencement of work. 7.4. Communicate work requirements, safety arrangements and responsibilities through a structured briefing. 7.5. Demonstrate appropriate actions in response to changing conditions, unsafe practices or non-compliance within a simulated workplace scenario. 7.6. Complete relevant documentation and communicate findings, actions and escalation requirements.