



H&VCA LTD

Heating & Ventilation Certificated Assessors Ltd

ENERGY ASSESSOR (NON-DWELLINGS)

APPLICATION INSTRUCTION FOR ACCREDITATION OF PRIOR EXPERIENTIAL LEARNING (APEL)

Introduction

Applicants for Experienced Practitioner accreditation must be able to demonstrate that they have met **all** the knowledge and understanding requirements and performance criteria set out in the relevant Units of the National Occupational Standards (NOS) for Building Energy Assessment (Non-dwellings) **at the level or levels for which they are seeking accreditation.**

Prior to completing your application, therefore, you are advised to review your experience and knowledge against the NOS Units which are available from Asset Skills (www.energy-assessors.org.uk) or from H&VCA Ltd free of charge.

Criteria

The criteria against which your application will be judged require you to:

- a) Show competent use of the current methodology appropriate to the provision of Energy Performance Certificates (EPC)
- b) Meet all Performance Criteria set out in the relevant Units of the NOS
- c) Demonstrate that you have all the knowledge and understanding set out in the relevant Units of the NOS

Note: It is also generally expected that applicants will hold a relevant qualification (academic, professional and/or vocational) relating to the design, construction or energy assessment of buildings but it is unlikely that this will be a Government-approved qualification such as will be required for the qualification route to accreditation.

Note: Candidates seeking APEL will also be required to comply with all usual Accreditation Scheme requirements (other than those relating to the approved qualification), for example Professional Indemnity Insurance.

Application documents

In order to apply for Accreditation of Prior Experiential Learning (APEL) you will need to submit:

- a) The application form



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- b) The APEL template demonstrating how you meet the requirements of the Units of the NOS relevant to the level(s) for which you are seeking accreditation. Relevant NOS units for each level are as follows:

Level 3

- **Unit 1** – Work in a safe, effective and professional manner
- **Unit 2** – Prepare for energy assessments of non-dwellings to produce Energy Performance Certificates (EPCs), Operational Ratings (ORs), Display Energy Certificates (DECs) and Advisory Reports (ARs)
- **Unit 5** – Undertake energy inspections of existing non-dwellings with frequently occurring characteristics using the Simplified Building Energy Model (SBEM)

Level 4

- **Unit 1** – Work in a safe, effective and professional manner
- **Unit 2** – Prepare for energy assessments of non-dwellings to produce Energy Performance Certificates (EPCs), Operational Ratings (ORs), Display Energy Certificates (DECs) and Advisory Reports (ARs)
- **Unit 3** – Assess the energy performance of new-build non-dwellings prior to first occupancy using the Simplified Building Energy Model (SBEM)
- **Unit 6** – Undertake energy inspections of existing non-dwellings using the Simplified Building Energy Model (SBEM)

Level 5

- **Unit 1** – Work in a safe, effective and professional manner
- **Unit 2** – Prepare for energy assessments of non-dwellings to produce Energy Performance Certificates (EPCs), Operational Ratings (ORs), Display Energy Certificates (DECs) and Advisory Reports (ARs)
- **Unit 4** – Assess the energy performance of new-build non-dwellings prior to first occupancy using Dynamic Simulation Models (DSMs)



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- **Unit 7** – Undertake energy inspections of existing non-dwellings requiring the use of Dynamic Simulation Models (DSMs)

Note 1: If you wish to be accredited for more than one level you must ensure that you fulfil all of the relevant NOS Unit requirements but, of course, only need to demonstrate each Unit once.

Note 2: It should be noted that some professional body memberships and other relevant qualifications may be approved as satisfying parts of this APEL Route. If you are a member of a professional body or hold a relevant qualification you should include this in your application.

- c) any relevant qualification certificates (see note above)
- d) a record of relevant Lifelong Learning undertaken over the last 2 years (older highly relevant Lifelong Learning may also be included) – detail in application form or as a separate document
- e) Copy of Professional Indemnity Insurance Policy
- f) Energy Performance Certificates with supporting notes and test results where relevant to include either:

Level 3

EITHER:

3 EPCs using the Simplified Building Energy Model (SBEM) or its approved equivalent, (up to 2 may be simulated in controlled assessment conditions –), plus evidence of satisfactory completion of an approved test

OR:

5 full EPCs

Level 4

EITHER:

3 EPCs using SBEM or its approved equivalent (at least one from new-build and 2 from more complex existing buildings – one of the latter may be simulated in controlled assessment conditions), plus evidence of satisfactory completion of an approved test

OR:

5 full EPCs

Notes:

- Accreditation is model-specific e.g. SBEM. One day training is available for candidates requiring knowledge of this particular software at a price of £230 + VAT.