



S U S T A I N A B L E
H O M E S

Domestic Energy Assessor Candidate Information Pack



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Introduction

This documentation details the accreditation scheme requirements for Domestic Energy Assessors, operated by our accreditation organisation who will provide independent, third party assessment of all issued EPCs and DECs.

This candidate information pack should be read in conjunction with the scheme rules, terms and conditions which are all available from us.

Background

The Communities and Local Government (CLG) have appointed our partners STROMA to run energy and environmental assessor accreditation schemes in the following industry sectors:

1. Code for Sustainable Homes.
2. Newly Constructed Dwellings.
3. Existing Domestic Dwellings (DEA Scheme)
4. Non Domestic buildings (Newly Constructed and Existing).
5. Public Buildings (DEC scheme).

STROMA, a partner of Sustainable Homes, provides an Approved Accreditation Scheme for Existing Domestic Properties (DEA) in accordance with the approval from CLG. The scheme is responsible for ensuring the quality of the registered DEAs and the Energy Performance Certificates (EPC) that they produce.

The various EPC schemes commenced on the 6th April 2008 except for the DEC scheme for Public Buildings which is due to commence on 1st Oct 2008. (NB the DEA scheme commenced in 2007).

All EPCs and DECs will require to be delivered by licensed Assessors that are within an Approved Accreditation Scheme. Additionally all schemes shall use accredited software.

It is estimated that EPCs will be required for approximately 2.2 million dwellings per annum, which includes approximately 150,000 newly constructed dwellings, and a further 220,000 non dwellings.



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City & Guilds Level 3 Diploma for Domestic Energy Assessors

Training to becoming a Domestic Energy Assessor with us is a simple process, which can be broken down into 4 steps.

STEP 1: Home Study & Practical Training

Candidates should be prepared to undertake the home study, reading pre-course material, and complete the 3 task sheets prior to attending the face to face training. This material will cover background information and reading that will help you prepare for the training days to come.

Prior to attending the course you will need to complete approximately 50 – 120 hours of home study, with each module including a task sheet designed to make you engage with the learning material, and prepare you for the face-to-face training. Each task sheet has a space for you to type or handwrite your response to the tasks; and write a summary of the tutor's initial feedback on the tasks as well as those of your peers.

The Practical Training consisting of 4 modules, taught over 4 days at our training facility

Training Day 1 - Introductory day. Agree terms, conditions and arrangements.

Training Day 2 - The nature of residential properties.

Training Day 3 - Property Inspection and data collection.

Training Day 4 - The RdSAP program, data entry and making recommendations.

Contact us on 020 8973 0429 or email info@sustainablehomes.co.uk if you would like discuss booking this training for yourself or your organisation.

Public (open) training events are usually based in Castleford and private (inhouse) training will be delivered at a venue of your choice. Pre-course tasks are used to structure the day.

At the end of every training event, you will be set a multiple-choice test on the material you have studied. Although this will not be formally marked, it will enable you to evaluate your own progress.

STEP 2: Theory Examination

Once you have completed all 4 modules and you feel confident with your progress you can apply to take the first phase of the examination process, the online GOLA exam for the theory work.

The exam can be undertaken at our training centre, and must be completed within 75 minutes.

STEP 3: Practical Examination

The second phase of the exams process is focused on the practicalities of producing an Energy Performance Certificate.

You will be required to carry out two EPCs from data supplied on our course and a further three EPCs from properties of your own choice but these must be of different construction dates and



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one must be a flat.

Once the five EPCs have been marked successfully and you receive your exam results pass, you will be awarded the Level 3 Diploma.

STEP 4

The final stage having passed the two exam elements is registration with an approved accreditation scheme.

All DEA's must join an accreditation scheme to practice; the scheme is responsible for ensuring the quality of the energy inspections and EPCs.

DEA Accreditation and Training Scheme Fees

Item	Fee
Annual Scheme Membership	£100*
Technical Support including: Phone and Email support Monthly Technical bulletins (by email). Software updates. Attendance of free of charge CPD events Registered Photo ID Card	Free of charge (to scheme members only)
Lodgement of certification.	£5 Per EPC* (3rd Party Lodgement to Landmark will be charged at cost, currently £1.15*)
City and Guilds Level 3 Diploma as a DEA <ul style="list-style-type: none">• Training Course materials/manuals. (City & Guilds + RdSAP).• Buffet Lunch, Tea & Coffee.	£1750*
Examination fee and City & Guilds registration	£250*

* all prices are excluding vat.



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Certification and Listing

Certificates and licences are awarded to Companies that the individual assessors represent. All certificates, reports and licences contain the name and address of the Assessor Company, their company logo, a unique reference number and the issue number and date along with all other relevant property details.

Each licensed assessor shall be presented with a membership card that details their accreditation details, and the licence provided to the Company will schedule each individual assessor within the assessor organisation. All licensed assessors shall be listed equally on the Members Website. We undertake marketing activity to represent all scheme members, such as attendance of trade shows, website advertisement etc.

Monitoring Policy.

Having successfully joined the accreditation scheme you are granted the authority to undertake EPC production as appropriate, a sample of all EPCs submitted are then audited by us to ensure consistency, with feedback provided.

As part of this ongoing process of quality assurance, we monitor a sample of not less than 2% of ALL EPCs and DECAs submitted. A further 1% of all submitted (site based) assessment will be monitored via a site visit. All EPCs and DECAs that fall outside of the minimum acceptable quality standard must be reproduced and reissued to the client.

The rejection criteria for the Production of EPCs using RdSAP software for existing dwellings:

All assessment shall be ± 5 Sap points.

Complaints & Appeals

We operate a transparent Complaints and Appeals procedure, which is detailed within the Complaints Procedure Policy, all complaints are overseen by an independent Governing Body that represent industry stakeholders.

All complaints will be resolved without charge to the scheme member.

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