



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

Non-Dwelling Building Energy Assessor Candidate Information Pack

Introduction

This documentation details the accreditation scheme requirements for Non-Domestic Buildings, operated by our accreditation organisation which provides independent, third party assessment of all issued EPCs and DEC's.

Background

The Communities and Local Government (CLG) have appointed our accreditation organisation to run energy and environmental assessor accreditation schemes for Non Domestic buildings (Newly Constructed and Existing).

The various EPC schemes commenced on the 6th April 2008 and all EPCs 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 220,000 buildings (Non-dwellings) per annum, which includes approximately 15,000 newly constructed buildings. These buildings will require trained energy assessors to understand onsite requirements as well as the design based assessment techniques.

Applications for Non-Domestic Energy Assessors

Currently there are 3 levels of scheme membership that exist for Non-Domestic Energy Assessment, it is possible to apply for all 3 levels via the APEL route or alternatively to level 3 via the NOS qualification route. The 3 levels are as follows:

Level 3

Candidates at level 3 will be qualified to undertake EPCs on basic existing non-dwellings that have frequently occurring characteristics, which can be modelled using the Simplified Building Energy Model (SBEM). Commonly occurring characteristics include simple heating systems, natural ventilation and small (non complex) cooling systems.

Level 3 is restricted to site based energy assessment of existing properties; it does not include assessment of new-build properties from plans/ design specification.

Level 4

Level 4 assessors will be qualified to undertake assessments of newly constructed and existing non dwellings (that can be modelled on SBEM).

Level 4 assessors may also be competent to oversee a team of specialist surveyors that on their behalf may undertake site surveys, (although the assessor will take responsibility for the completed energy assessment). Accreditation to Level 4 embraces Level 3 activity.

Level 5

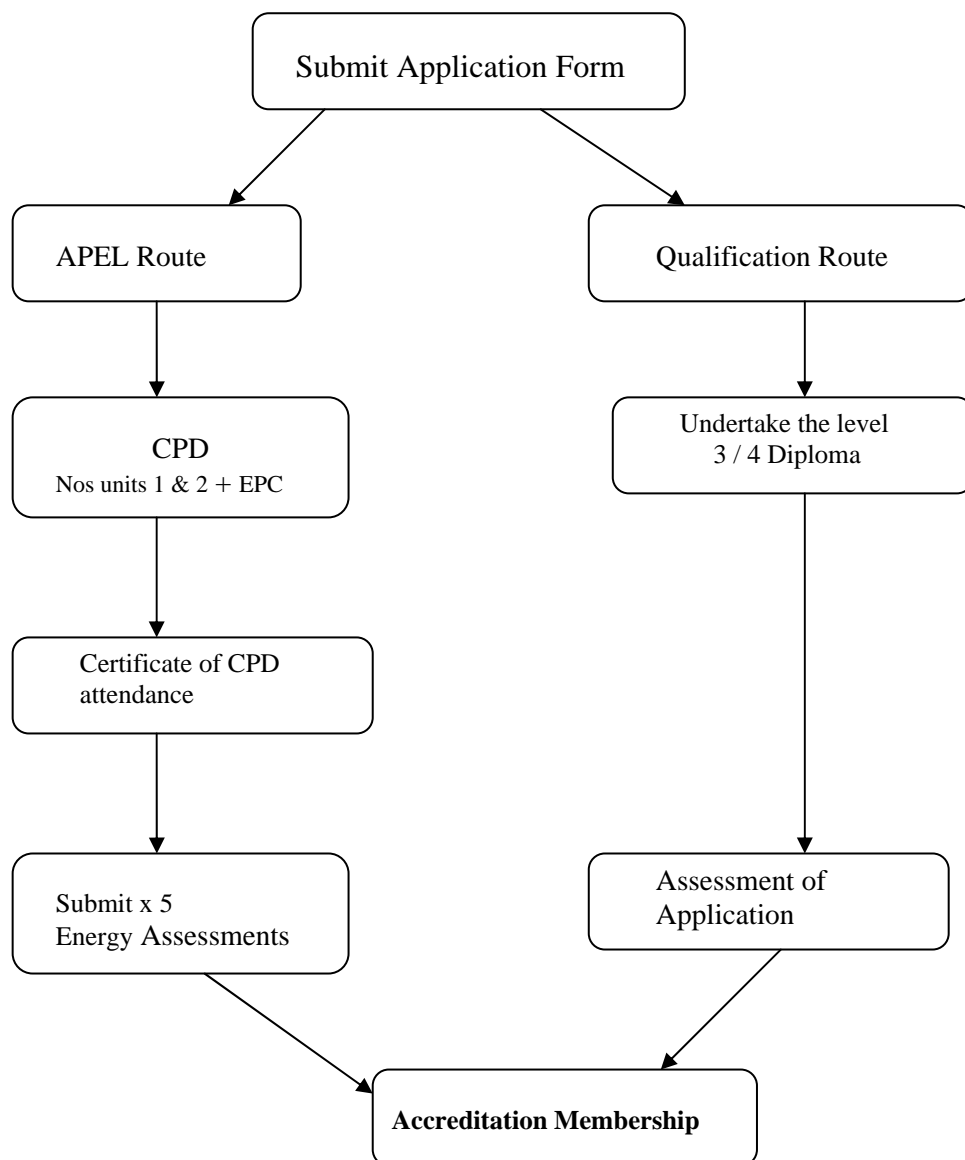
Level 5 Assessors will be qualified to undertake assessments on any newly constructed or existing non dwellings utilising DSM (Dynamic Simulation Modelling). Level 5 assessors may also be competent to oversee a team of specialist surveyors that on their behalf may undertake site surveys, (although the assessor will take responsibility for the completed energy assessment).

APEL Route to qualification

The Accreditation of Prior Experiential Learning (APEL) route to qualification has been devised to recognise existing competence within the industry, in particular highly experienced practitioners who can demonstrate they already have all the knowledge and experience equal to the National Occupational Standards (NOS).

In order to gain entry to an accredited scheme the candidate will have to demonstrate competency via 1 of 2 distinct routes:

Route to accreditation



1. Attend a training course approved to a National Occupational Standard (NOS)
2. Accreditation Of Prior Experiential Learning (APEL)
 - a. All candidates that can demonstrate appropriate Prior Experiential Learning can become scheme members, in order to join our accreditation organisation via this route please complete the attached APEL application form.

Accreditation Training & Scheme Fees

Qualification Route to Accreditation

Item	Fee
Qualification Route	£1750* (excluding software)
Annual Scheme Membership	£245*
Technical Support including: Phone support Monthly Technical bulletins (by email). Software updates (if applicable, i.e. not SBEM or DSM). Update to all templates, forms etc.	£FOC (to scheme members only)
Lodgement of certification.	£30.00* for levels 3,4 & 5 Including Registration to Landmark.

* all prices are excluding VAT.

Item	Fee
ABBE fee for certification Level 3 Level 4	£275* £390*

* all prices are excluding VAT.

APEL Route to Accreditation

Item	Fee
APEL Training Route	£450*
Annual Scheme Membership	£245*
Technical Support including: Phone support Monthly Technical bulletins (by email). Software updates (if applicable, i.e. not SBEM or DSM). Update to all templates, forms etc.	Free of charge (to scheme members only)
Lodgement of certification.	£30.00* for levels 3,4 & 5 Including Registration to Landmark.

* all prices are excluding VAT.

ABBE is a specialist awarding body that provides nationally recognised qualifications that reside in the Built Environment industry sector.

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 SBEM Non-Dwelling Information Pack, v 1.5, issue date: 15/05/08

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 outlining 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 Accreditation Members website. Our accreditation organisation will undertake marketing activities 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 to level 3, 4 or 5 as appropriate, a sample of all EPCs submitted are then audited by our accreditation organisation to ensure consistency, with feedback provided.

As part of this ongoing process of quality assurance our accreditation organisation will 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 an approved SBEM style (or Building Simulation Method) software for newly constructed non-dwellings or existing non-dwellings is as follows:

All assessments shall be $\pm 5\%$ of the Building Emission Rate (BER).

Due to the variances in the results produced between SBEM and a dynamic simulation model (DSM), we will check SBEM results using an SBEM tool and all dynamic simulation models using a dynamic simulation model tool. Check <http://www.ncm.bre.co.uk/software.jsp> for approved software available, our accreditation organisation can accept EPCs produced for any authorised software.

Complaints & Appeals

Our accreditation organisation operates 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.