



H&VCA LTD

Heating & Ventilation Certificated Assessors Ltd

ENERGY ASSESSOR (OPERATIONAL RATING, DISPLAY ENERGY CERTIFICATES and ADVISORY REPORTS)

APPLICATION FOR ACCREDITATION OF PRIOR EXPERIENTIAL LEARNING

Introduction

Applicants for Accreditation of Prior Experiential Learning (APEL) 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)

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 HI Certification 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 Display Energy Certificates (DECs)
- 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 APEL you will need to submit:

- a) the application form
- b) the APEL template demonstrating how you meet the requirements of NOS



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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 contact the organisation concerned to find out details.

- c) any relevant qualification certificates (see note above)
- d) a record of relevant Lifelong Learning undertaken over the last 2 years (or other older highly relevant Lifelong Learning)
 - e) 3 DEC's + associated Advisory Reports (2 may be simulated in controlled assessment conditions) and evidence of satisfactory completion of an approved Test

Note 1: DEC's should include the following :

- o Single metered building
- o Large building with sub-metering of energy usage

DEC's should be provided for building categories with which candidates are familiar and may include:

- o Hospitals
- o University Campuses
- o Specialist, high energy use buildings
- o The general sector i.e. non-specialist buildings requiring DEC's

Note 3: The accredited assessor will be responsible for the work of members of his or her team and the accuracy of the data they supply.

Note 4: Accreditation schemes will have a very high level of responsibility for ensuring that their accredited assessors who manage teams are competent to QA the work of their data collection teams.