



H&VCA LTD

Heating & Ventilation Certificated Assessors Ltd

**APPLICATION FORM FOR ACCREDITATION OF PRIOR EXPERIENTIAL
LEARNING (APEL)
FOR THE PRODUCTION OF
OPERATIONAL RATINGS, DISPLAY ENERGY CERTIFICATES AND ADVISORY
REPORTS**

1. PERSONAL DETAILS

Mr/Mrs/Miss/Ms/Other (please state):

Surname:

Forename(s)

Date of birth:

Email address:

Correspondence address:

Tel no (office):

Tel no (home):

Employer:

2. QUALIFICATIONS

Please list all qualifications held (academic, vocational and/or professional) relating to property, building design, construction and/or energy assessment.

Please number each separate entry by using the first column headed 'No.'

NO.	UNIVERSITY/ COLLEGE/ TRAINING PROVIDER/ PROFESSIONAL BODY	QUALIFICATION NAME/GRADE	RELEVANCE TO PROPERTY, CONSTRUCTION AND/OR ENERGY ASSESSMENT	DATE OBTAINED



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Production of Ors, DEC's and ARs Application
H&VCA Ltd
V2 April 2008



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3. EXPERIENCE

Please detail all employment experience starting with the most recent identifying how this relates to operational ratings and energy assessment where appropriate

Please number each separate entry continuing number sequence from Section 2

NO	DATES	JOB TITLE	EMPLOYER	WORK EXPERIENCE RELEVANT TO THE PRODUCTION OF OPERATIONAL RATINGS



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4. ON-GOING LEARNING RECORD

Please either attach a copy of your CPD or Lifelong Learning Record for the last two years (and any additional highly relevant Lifelong Learning) or complete the table below identifying your lifelong learning activities for the last two years (if sending a copy of your Record this should make specific reference to how your learning has developed your competence in producing Operational Ratings, Display Energy Certificates and Advisory Reports and each item should be numbered in sequence following section above)

Please number each separate entry continuing number sequence from Section 3

NO.	DATE	SUBJECT AND TYPE OF ACTIVITY (e.g. course, conference, qualification, structured reading, video etc)	HOW THIS HELPED DEVELOP COMPETENCE IN PRODUCING OPERATIONAL RATINGS	HOURS LEARNING VALUE



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5. NATIONAL OCCUPATIONAL STANDARDS

Please complete the template attached by completing the two columns seeking details of how you have obtained the knowledge and understanding and met the Performance Criteria for the NOS for the Production of Operational Ratings, Display Energy Certificates and Advisory Reports. You should identify how you met the requirements by identifying the number(s) for the entry(ies) in this form on the template against the relevant NOS item.

(Note: If you hold membership of a professional body or similar that is approved for APEL you should only complete the sections of the template that relate to NOS Units or Elements that were not met by your membership or qualification. Your professional body or qualification provider will be able to provide you with further details regarding this)

Please provide a short (no more than 500 words) statement below to further explain how the outcomes of your qualifications, lifelong learning and experience have helped you to meet the NOS requirements.

6. DISPLAY ENERGY CERTIFICATES

Please ensure that you have submitted the required Display Energy Certificates and Advisory Reports using appropriate software with your application and, if necessary, evidence of the satisfactory completion of an approved test.

7. PROFESSIONAL INDEMNITY INSURANCE

To register with H&VCA Ltd as an Energy Assessor for Display Energy Certificates and Advisory Reports you must provide details of current Professional Indemnity Insurance cover either in your personal name or in the name of your employer. The minimum acceptable level of cover is £250k, but it is your responsibility to ensure that the actual cover held is suitable to cover the work that you carry out.

Please complete the following details and attach a copy of the insurance certificate to this application form.

Insurance Company:		Policy No:	
Prof. Indemnity Cover (£):		Expiry Date:	



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8. EMPLOYER/SPONSOR'S VALIDATION STATEMENT

I confirm that the information submitted for this application is an accurate reflection of the applicant's experience and qualifications:

NAME.....

RELATIONSHIP TO APPLICANT.....

CONTACT TEL NO.....

SIGNED **DATED**

7. PERSONAL STATEMENT

I confirm that the information submitted for this application is a true reflection of my experience and qualifications:

SIGNED **DATED**