

H&VCA Ltd

APEL TEMPLATE – Operational Ratings, Display Energy Certificates, and Advisory Reports

NAME:

Please note: You should identify how you have met the Performance Criteria or Knowledge and Understanding by using the number you have given to the relevant activity in your application form

NOS UNIT	NOS ELEMENT TITLE	ELEMENT No.	Performance Criteria	HOW PERFORMANCE CRITERIA HAVE BEEN MET (using numbering from application form)	Knowledge & Understanding	HOW KNOWLEDGE AND UNDERSTANDING HAS BEEN OBTAINED (using numbering from application form)
1	Work in a safe, effective and professional manner					
	Contribute to the maintenance of health, safety and security at work	1.1	1 2 3 4 5 6		a b c d e f g h	
	Develop and maintain effective working relationships	1.2	1 2 3 4 5 6 7 8 9 10		a b c d e f g h i	
	Conduct energy assessments in a professional and ethical manner	1.3	1 2 3		a b c	

			4 5 6 7		d e f	
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)					
	Agree and confirm instructions to undertake energy assessments	2.1	1 2 3 4 5 6 7 8 9 10 11		a b c d e f g h i j k l m	
	Investigate relevant matters relating to the property and energy usage	2.2	1 2 3 4 5		a b c d e fj	
3	Determine Operational Ratings and issue Display Energy Certificates for non-dwellings					
	Determine Operational Ratings for non-dwellings	3.1	1 2 3 4 5 6 7		a b c d e f g	

					h i	
	Issue Display Energy Certificates	3.2	1 2 3 4 5 6		a b c d e f g h i j k l	
4	Produce Advisory Reports					
	Obtain information, produce and issue Advisory Reports	4.1	1 2 3 4 5 6 7 8 9 10 11 12		a b c d e f g h i j k	

Signed: _____ Dated: _____