

Stroma Certification Ltd

Domestic Energy Assessor Candidate Information Pack

Produced By:
Mr Mark Rollins – General Manager

Authorised By:
Mr Matt Ferguson – Managing Director

On behalf of Stroma Certification Limited

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1.0 Introduction

This documentation details the certification scheme requirements for Domestic Energy Assessors, operated by Stroma Certification Ltd. Stroma provides independent, third party assessment of all issued EPCs and DEC's.

This candidate information pack should be read in conjunction with the scheme rules, terms and conditions which can be found on the Stroma Certification website, www.stroma.com.

All supporting information is available on the members section of the Stroma Certification Website.

2.0 Background

The Communities and Local Government (CLG) have appointed Stroma to run energy and environmental assessor certification 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 provides an Approved Certification 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 DEC's will require to be delivered by licensed Assessors that are within an Approved Certification Scheme such as Stroma. 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.

3.0 Training Course and Diploma Process

Training to becoming a Domestic Energy Assessor with Stroma is a simple process, which can be broken down into 3 steps.

STEP 1: Practical Training

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

Training Day 2 - The nature of residential properties, property inspection and data collection.

Training Day 3 - The RdSAP program, data entry and making recommendations.

Contact us on 0845 621 11 11 or email training@stroma.com for full course details.

The training events will be based in one of our 5 training centres around the UK.

STEP 2: Examination

Once you have completed all the required 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: Portfolio Requirement

The third phase of is to produce a portfolio of evidence demonstrating 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 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.

4.0 DEA Certification and Training Scheme Fees

Item	Fee
Annual Scheme Membership	Free of Charge
Technical Support including: Phone and Email support Technical bulletins (by email). Software updates. CPD events Registered Photo ID Card	Free of charge (to scheme members only)
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. 	£750*
City & Guilds registration and 1 Examination Fee	£258.80
Additional Examination Fees per attempt	£20.70

* all prices are excluding VAT.

Lodgement of EPCs

Cumulative Lodgement Fees of certification	Up to 4,999	£4.10*
	Between 5000-49,999	£3.50*
	50,000 PLUS	£2.75*
Landmark Registration Fee		£1.15*

* all prices are excluding VAT.

To discuss certification in Northern Ireland please call 0845 621 1111 or email training@stroma.com

5.0 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 certification 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 Stroma Certification Members Website. Stroma undertakes marketing activity to represent all scheme members, such as attendance of trade shows, website advertisement etc.

6.0 Monitoring Policy.

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

As part of this ongoing process of quality assurance Stroma Certification monitor a sample of not less than 2% of ALL EPCs and DECAs submitted. As an escalation Stroma Certification reserve the right to monitor 1% of all submitted (site based) assessments through a scheduled accompanied 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.

7.0 Complaints & Appeals

Stroma Certification 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. To request a copy of the Complaints Procedure please email certification@stroma.com.

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

8.0 Insurance Protection

Accredited assessors must have adequate insurance for Professional Indemnity and Public Liability. Stroma can offer a 'per click' policy through Enterprise Insurance or you can arrange your own insurance and submit your policy schedule. At the time of certification this will be requested and please contact Stroma if you have any questions.